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ABSTRACT

This certification handbook provides regulations and systematic procedures for initial issuance of educational certificates as well as renewal requirements in the state of Kansas. The certification topics include--secondary certificates, special certificates, elementary certificates, administrator certificates, vocational education certificates, certificate renewal based upon age, certificates from other states, substitute teaching certificates, revocation and suspension of certificates, foreign exchange teachers, and school nurse certificates. A list of accredited colleges and universities in Kansas is included. (DS)

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Certificate Regulations for School Personnel

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SP 014386

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FOREWORD

This certification handbook has been developed as a service to educational personnel who are required by State Board of Education regulations to have a certificate to practice their profession in Kansas. The regulations provide systematic procedures for initial issuance as well as renewal requirements. They provide for continuous improvement in professional training and experience.

The Kansas Professional Teaching Standards Advisory Board has contributed greatly to the State Board of Education and its Department of Education in the development of this handbook.

Instructions to Applicants

For Initial Applications:

1. Correct social security number and all names by which applicant has at anytime been known.
2. Application (Form 107) properly completed with total experience and college credits included.
3. References: If a new applicant lacks recent credit, references of recent experience must be included to meet Kansas recency requirements.
4. Recommendations: All new certification for full time teaching requires a recommendation from the head of the education department of the parent college.
5. Transcripts: Complete and official, with impressed seal of the college and signature of the registrar, of all hours completed and degrees earned.
6. Fee: Check or money order for $13 made payable to the State Department of Education. The fee is for examination of the application and is accepted immediately upon being received in the office. The fee cannot be refunded in the event a certificate is not issued. A RECEIPT OF THE FEE DOES NOT GUARANTEE THAT A CERTIFICATE WILL BE ISSUED.
7. Out-of-state certificates: These are not "valid" for teaching in Kansas, and are used only as a basis for fulfilling certain certification requirements.

For Renewals:

1. Correct social security number and all names by which applicant has at anytime been known.
2. Application (Form 107) properly completed with experience and college credits earned since the last certificate issuance.
3. References: When a renewal is based upon experience, both the success and length of that experience must be verified by the administrator.
4. Recommendations: A renewal based on college credit requires an additional recommendation from the head of the education department of the parent college.
5. Transcripts: Complete and official, with the impressed seal of the college and signature of the registrar. If these transcripts are already on file in this office, there is no need to duplicate.
6. Fee: Check or money order for $13 made payable to the State Department of Education. The fee is for examination of the application and is accepted immediately upon being received in the office. The fee cannot be refunded in the event a certificate is not issued. A RECEIPT OF THE FEE DOES NOT GUARANTEE THAT A CERTIFICATE WILL BE ISSUED.

Send materials to:

Kansas State Department of Education
Certification Unit
Kansas State Education Building
120 E. 10th St.
Topeka, KS 66612

Definition of terms

91-1-1a

(a) "State board" means the state board of education.

(b) "One year of teaching experience" means a minimum of one hundred fifty (150) school days within a school year one-half (1/2) time or more, while under contract.

(c) "Accredited experience" means teaching experience under contract in a school accredited by the state board, or comparable agency in another state while holding a certificate valid for the specific assignment.

(d) "Credit" means semester hour credit and shall be earned or validated in a college or university on the accredited list of the state board.

(e) "Official transcript" means a student record which includes grades and credit hours earned, affixed with the official seal of the college and the signature of the registrar.

(f) "Recent credit" means credit earned during the six (6) year period immediately preceding the filing of application.

(g) "Parent institution" means a college or university designated by the certificate applicant as the college or university upon whom the student will depend for the institutional recommendation.

This designation shall be made only if:

(1) a minimum of eight (8) semester hours of upper division or graduate level resident credit has been earned by the applicant at the institution designated;

(2) the credit earned under subsection (g) (1) is fully acceptable as elective or required credit toward a degree offered by the designated institution; and

(3) the institution has been accredited by a regional accrediting authority, the state board, or a state-authorized agency of the state in which the institution is located, if the state has officially adopted standards for accrediting teacher education institutions.

(h) "Resident credit" means credit so designated as resident credit by the college or university granting the credit.

(i) "Approved program" means a teacher education program approved by the state board.

(j) "Field" means a general instructional area, including but not limited to English language arts, natural science, or social science.

(k) "Subject" means a specific teaching area within a general instructional field.

(l) See appropriate state plan for definitions not included.

(Authorized by K.S.A. 72-1388; effective May 1, 1979.)

General requirements

91-1-2

(a) **Valid credits.** Credit referred to in certificate regulations shall be earned or validated at an institution on the accredited list of the state board.

(b) **Initial certification.** The applicant for an initial certificate shall present eight (8) semester hours of college credit or one (1) year of approved experience within the six (6) years immediately preceding application. The holder of an advanced degree may satisfy this requirement with six (6) semester hours or one (1) year of approved experience within the six (6) years immediately preceding application.

(c) **Institutional recommendation.** All applications based upon college credit shall be accompanied by a recommendation that a certificate be issued to the applicant. The recommendation shall be signed by the individual responsible for teacher education in the parent school, as cited in K.A.R. 91-1-1a(g). The state board upon recommendation of the parent institution may limit the area and level of service authorized by any given certificate.

Certificate applicants shall designate a college or university as a parent institution for certification purposes.

(d) **Grade point average.** A minimum grade average of C shall be required in the credit presented for an initial certificate or for the renewal of a certificate.

(e) **Nonresident credit, off-campus courses.** All forms of nonresident credit, including correspondence, may be applied to the requirements for the initial certificate if this credit does not exceed thirty (30) semester hours. The thirty (30) hour limitation does not apply to correspondence credit completed prior to January 1, 1951. All off-campus credit used to meet Kansas certification renewal requirements shall meet the same standards of academic integrity as courses offered by institutions on the accredited list of the Kansas state board of education. These standards are listed in the state department of education publication, "Kansas guidelines for accrediting institutions offering degree programs of teacher education."

(f) **Experience requirements.** Teachers employed one-half (1/2) time or more for a full school year shall be considered as having a full year's experience for certification purposes. All experience required for certification shall be in teaching positions under contract in accredited elementary or secondary schools, community junior colleges, and area vocational-technical schools. Experience shall be acquired while holding a teacher certificate valid for the particular work performed.

(g) **Period of validity of certificates.** A certificate may be issued not more than eighteen (18) months in advance of the effective date.

The validity of a certificate may begin on the date of completion of requirements, if an application has been filed.

The state board may adjust beginning and expiration dates of certificates to conform with the dates of the school term when the general spirit of certificate regulations has been met.

(h) **Review committee.** A review committee of seven (7) members shall be appointed by the Kansas professional teaching standards advisory board and approved by the state board of education. This committee is authorized to review cases referred to it by the state commissioner based on the request of an employer. The committee may recommend certification for candidates whose qualifications are comparable to, but deviate from, Kansas certificate requirements. Upon recommendation by the review committee, the state board may issue the certificate designated by the committee.

(i) **Equivalency of college credit.** The official submitting the institutional recommendation may certify that the applicant has demonstrated proficiency equivalent to the stated semester hour requirement. The recommendation may be substituted for specific hour requirements for certification or for subject and field requirements.

(Authorized by K.S.A. 72-1388; effective January 1, 1966; amended January 1, 1967; amended January 1, 1968; amended January 1, 1969; amended January 1, 1970; amended, E-71-38, September 22, 1971; amended January 1, 1972; amended January 1, 1973; amended January 1, 1974; amended May 1, 1975; amended May 1, 1976; amended May 1, 1979.)

Secondary certificates

91-1-3

(a) **The secondary three-year certificate,** renewable for five (5) years, shall be valid in a secondary school and in grades seven (7) and eight (8) in an elementary school. The certificate shall be extended to grades five (5) and six (6), if the applicant's preparation includes: course work in child and adolescent psychology; teaching experience in one of the grades from five (5) through nine (9) in an elementary, middle, or junior high school; and fifteen (15) semester hours in each field or subject to be taught. The teaching experience may be student teaching.

The three-year certificate may be issued to the qualified applicant who submits an official transcript of college credits which indicates that he or she holds a baccalaureate degree and has general and professional credit as listed below:

(1) Fifty (50) semester hours of general education and liberal arts courses, including:

(A) oral and written communications, literature, and foreign languages 12

(B) the natural sciences and mathematics .. 12

(C) history and the social and behavioral sciences 12

(D) electives from the above or general religion, philosophy, and the history, literature, and appreciation of art and music 14

Applicants who have held a teaching certificate based on a degree from an institution on the accredited list of the state board may be allowed a five-semester hour deviation in the distribution of the fifty (50) semester hours of credit.

(2) Twenty (20) semester hours of professional education including:

(A) six (6) semester hours directed toward understanding the individual in the area of pupil development and learning;

(B) six (6) semester hours directed toward understanding the school as a social institution;

(C) eight (8) semester hours directed toward attaining competence in instruction at the secondary level which shall include at least five (5) semester hours in directed teaching.

The state board may waive the five (5) semester hours in directed teaching, cited above in (2), for applicants who have held a teaching certificate based on a degree from an institution on the accredited list of the state board and who present evidence of five (5) or more years of teaching experience at the level for which certification is sought. Other courses in this field may be general or special methods, but professional education shall total twenty (20) semester hours.

Applicants who have held a teaching certificate based on a degree from an institution on the accredited list of the state board may be allowed a three-semester hour deviation in the distribution of the twenty (20) semester hours of professional education credit.

(b) **Applicants who qualify for both secondary and elementary certificates** will be issued a single certificate valid at both levels. Directed teaching requirements for the elementary-secondary certificate may be met by presenting three (3) semester hours of directed teaching at the secondary level and three (3) semester hours of directed teaching at the elementary level. The requirement of K.A.R. 91-1-5 (a) (3) shall be met by presenting fifteen (15) semester hours of specialized content and method courses for teaching in the elementary self-contained classroom. The elementary-secondary certificate shall show eligibility for the elementary self-contained classroom.

(c) **Renewal requirements.** Effective August 1, 1980, applicants for renewal of a secondary certificate shall present a two (2) semester hour survey course, or equivalent content from other courses, in the subject area of exceptional children.

(1) After the second year of successful teaching, the secondary three-year certificate may be renewed for five (5) years, if the experience is obtained within the validity of the three-year certificate and within the six (6) years immediately preceding application for renewal.

(2) Subsequent renewals of the five-year secondary certificate shall require the presentation of a minimum of eight (8) semester hours of credit, of which at least three (3) semester hours shall be in subject-matter areas. The holder of a master's degree may be granted two (2) renewals of the five-year secondary certificate on the basis of three (3) years of teaching during the life of the most recent five-year certificate. Further renewals of a five-year certificate based on a master's degree shall require the presentation of six (6) semester hours of study, at least three (3) of which shall be in subject-matter areas. Credit submitted in support of an application for a renewal of the five-year certificate shall have been earned within the six (6) years immediately preceding the application for renewal and shall be approved by the head of the department or school of education of the parent institution as cited in K.A.R. 91-1-2 (c).

(3) The holder of the three-year secondary certificate who does not meet requirements for the five-year certificate may be granted:

(A) a three-year secondary renewal on evidence of one (1) year of successful teaching experience during the six (6) years immediately preceding application for renewal, or

(B) a three-year secondary renewal on evidence of eight (8) semester hours of credit, or six (6) semester hours if the applicant holds a

master's degree. This credit shall include three (3) semester hours in subject-matter areas and shall have been earned within the six (6) years immediately preceding application for renewal. The credit shall be approved by the head of the department or school of education in the parent institution as cited in K.A.R. 91-1-2 (c).

(Authorized by K.S.A. 72-1388; effective January 1, 1966; amended January 1, 1967; amended January 1, 1969; amended January 1, 1970; amended, E-70-30, June 22, 1970; amended January 1, 1971; amended, E-71-38; September 22, 1971; amended January 1, 1972; amended January 1, 1973; amended May 1, 1979.)

Special certificates

91-1-4

(a) Special teacher certificate. A special certificate may be issued to personnel in a specialized subject area under K.A.R. 91-1-22 or 91-1-23. The applicant for the special teacher certificate shall be restricted to working in the area of specialization for which he or she meets requirements. Renewal requirements for the special teacher certificate shall be the same as those for the one-year, three-year and five-year certificate.

(b) Limited certificate. Under the provisions of K.S.A. 72-1381, a limited certificate may be issued to the applicant, provided the following conditions have been met:

(1) The applicant shall have explored the possibility of certification through all other existing channels prior to applying for this certificate.

(2) The superintendent of the district wishing to employ the applicant shall present a written petition to the professional teaching standards advisory board describing the particular competencies needed to fill the position.

(3) The request for certification shall be heard by a committee of three (3) persons appointed as follows:

(A) the professional teaching standards advisory board shall appoint from its membership: one (1) chief school administrator and one (1) chairman of a department of education;

(B) the third member of the committee shall be designated by the commissioner of education;

(4) The committee's recommendation for certification is based on the results of a personal interview with the applicant, exploring the following: (A) knowledge of the learning process and its relationship to students of the age level for which the applicant is requesting certification, (B) ability to instruct and motivate students, and (C) knowledge and skill in the subject area for which certification is sought.

(5) Any certificate issued expires on June 30 following the school term in which the applicant was employed. Two (2) renewals for one (1) year each may be granted upon recommendation by the employing local chief school officer and the committee designated in paragraph (3) above.

(6) Cost of establishing competency under this procedure shall be borne by the applicant and such cost shall not exceed one hundred dollars ($100).

(7) If the application is approved, a recommendation for certification shall be forwarded to the state board of education. If the application is not approved by the committee, the applicant may appeal to the certification review committee as cited in K.A.R. 91-1-2(h).

(c) Independent/applied music certificates.

(1) Effective July 1, 1978, a three-year elementary independent/applied music certificate, renewable for five (5) years, shall be issued to the applicant who holds a baccalaureate degree in music granted or validated by an institution on the accredited list of the state board and who submits credit as follows:

(A) six (6) semester hours directed toward understanding the individual in the area of pupil development and learning.

(B) three (3) semester hours directed toward understanding the school as a social institution.

(C) eight (8) semester hours in attaining competence in private and small group music instruction, to include a minimum of one (1) methods course with a supervised practicum, plus a minimum of one (1) master class experience. The supervised practicum shall include at least twenty (20) clock hours of supervised instruction with at least two (2) or more students. A master class shall include at least fifteen (15) clock hours of music instruction in teaching methods and techniques.

(D) twelve (12) semester hours of credit in the applicant's own area of specialization.

(2) Effective July 1, 1978, a three-year elementary-secondary independent/applied music certificate, renewable for five (5) years, shall be issued to the applicant who meets requirements in subsection (c)(1)(A-C) and who submits evidence of twenty (20) semester hours of credit in the applicant's area of specialization.

(3) Renewal requirements. The three-year elementary and elementary-secondary independent/applied music certificate shall be renewed for five (5) years by presenting six (6) semester hours of college credit in the art and science of teaching music. The six (6) semester hours shall be limited to the areas of music literature, methods, materials, techniques, master classes, and private instruction but shall include no more than three (3) semester hours of private instruction.

(d) Renewal of certificates no longer issued. Original special education, counselor, and music certificates issued prior to January 1, 1955, may be renewed as secondary or elementary certificates if the three-year certificate renewal requirements are met.

(Authorized by K.S.A. 72-1388; effective January 1, 1966; amended effective January 1, 1967; amended effective June 19, 1968; amended effective January 1, 1969; amended effective January 1, 1970; amended effective January 1, 1971; amended effective January 1, 1972; amended effective May 1, 1975; amended effective May 1, 1978; amended May 1, 1979.)

Elementary certificates

91-1-5

(a) **The elementary three-year certificate,** renewable for five (5) years, shall be valid in a kindergarten, elementary school, junior high school, and in grades seven (7), eight (8), and nine (9) in a high school. The three-year certificate may be issued to the qualified applicant who submits an official transcript of college credits which indicates that he or she holds a baccalaureate degree and has general and professional education credit as listed below:

(1) Fifty (50) semester hours of general education and liberal arts courses, including:

(A) oral and written communications, literature, and foreign languages 12

(B) the natural sciences and mathematics .. 12

(C) history and the social and behavioral sciences 12

(D) electives from the above or general religion, philosophy, and the history, literature, and appreciation of art and music 14

Applicants who have held a teaching certificate based on a degree from an institution on the accredited list of the state board may be allowed a five-semester hour deviation in the distribution of the fifty (50) semester hours of credit.

(2) Twenty-four (24) semester hours of professional education including:

(A) six (6) semester hours directed toward understanding the individual in the area of pupil development and learning.

(B) six (6) semester hours directed toward understanding the school as a social institution.

(C) eight (8) semester hours directed toward attaining competence in instruction at the elementary level which shall include at least five (5) semester hours in directed teaching.

(D) four (4) semester hours elective in professional education courses.

The state board may waive the five (5) semester hours in directed teaching, cited in paragraph (a) (2) (C) above, for applicants who have held a teaching certificate based on a degree from an institution on the accredited list of the state board and who present evidence of five (5) or more years of teaching experience at the level for which certification is sought. Other courses in this field may be general or special methods, but professional education shall total twenty-four (24) semester hours.

Applicants who have held a teaching certificate based on a degree from an institution on the accredited list of the state board may be allowed a three-semester hour deviation in the distribution of the twenty-four (24) hours of professional education credit.

(3) Fifteen (15) semester hours of specialized content and method courses for teaching in the elementary self-contained classroom, exclusive of courses cited in paragraph (1) above.

Effective July 1, 1978, as a part of the fifteen (15) semester hour requirement, applicants shall complete six (6) semester hours in the teaching of reading, which shall include supervised practicum experience in the teaching of reading.

(b) **Applicants who qualify for both secondary and elementary certificates** will be issued a single certificate valid at both levels. Directed teaching requirements for the elementary-secondary certificate may be met by presenting three (3) semester hours of directed teaching at the secondary level and three (3) semester hours of directed teaching at the elementary level.

The requirement of subsection (a) (3) shall be met by presenting fifteen (15) semester hours of courses designed to deal with the content and method of the elementary self-contained classroom. The elementary-secondary certificate shall show eligibility for the elementary self-contained classroom.

(c) **Renewal requirements.** Effective July 1, 1979, applicants for renewal of a five-year elementary certificate who have not previously completed a course in the teaching of reading shall present a course in reading which includes supervised practicum.

Effective August 1, 1980, applicants for renewal of a three-year or five-year elementary certificate shall present a two (2) hour survey course, or equivalent content from other courses, in the subject area of exceptional children.

(1) After the second year of successful teaching, the elementary three-year certificate may be renewed for five (5) years, if the experience is obtained within the validity of the three-year certificate and within the six (6) years immediately preceding application for renewal.

(2) Subsequent renewals of the five-year elementary certificate shall require the presentation of a minimum of eight (8) semester hours of credit of which at least three (3) semester hours shall be in subject-matter areas. The holder of a master's degree may be granted two (2) renewals of the five-year elementary certificate on the basis of three (3) years of teaching during the life of the most recent five-year certificate. Further renewals of a five-year certificate based on a master's degree shall require the presentation of six (6) semester hours of study, at least three (3) of which shall be in subject-matter areas. Credit submitted in support of an application for a renewal of the five-year certificate shall have been earned within the six (6) years immediately preceding application for renewal and shall be approved by the head of the department or school of education of the parent institution, as cited in K.A.R. 91-1-2 (c).

(3) The holder of the three-year elementary certificate who does not meet requirements for the five-year certificate may be granted:

(A) a three-year elementary renewal on evidence of one (1) year of teaching experience during the six (6) years immediately preceding the application for renewal, or

(B) a three-year elementary renewal on evidence of eight (8) semester hours of credit, or six (6) semester hours if the applicant holds a master's degree. This credit shall include three (3) semester hours in subject-matter areas and shall have been earned within the six (6) years immediately preceding application for renewal. The credit shall be approved by the head of the department or school of education of the parent institution as cited in K.A.R. 91-1-2(c).

(d) **Early childhood certificate.** The early childhood certificate, renewable for five (5) years, shall be valid in a nursery or preschool. The early childhood certificate may be issued to the qualified applicant who submits an official transcript of college credits which indicates that he or she holds a baccalaureate degree and has general and professional education credit as listed below:

(1) Fifty (50) semester hours of general education and liberal arts courses including:

(A) oral and written communications, literature, and foreign languages 12

(B) the natural sciences and mathematics .. 12

(C) history and the social and behavioral sciences 12

(D) electives from the above or general religion, philosophy, and the history, literature, and appreciation of art and music 14

Applicants who have held a teaching certificate based on a degree from an institution on the accredited list of the state board may be allowed a five (5) semester hour deviation in the distribution of the fifty (50) semester hours credit.

(2) Twenty-four (24) semester hours of professional credit including:

(A) six (6) semester hours in the area of human growth and development, to include physical, mental, social, and emotional development from conception to adulthood, with special emphasis on the early childhood.

(B) twelve (12) semester hours of early childhood education, to include philosophy of education of young children, role of the nursery teachers, program content and materials, and supervised observation, participation, and teaching with preschool children--primarily 3- and 4-year olds

(C) six (6) semester hours dealing with cultural environment including: teacher-family-child-community interaction, urban and rural life, family relationships, parent education, community organization and leadership, and the sociology of poverty and wealth.

(e) **Renewal requirements.**

(1) After the second year of successful teaching, the early childhood three-year certificate may be renewed for five (5) years, if the experience is obtained within the validity of the three-year certificate and within the six (6) years immediately preceding application for renewal. Two (2) years of successful teaching experience obtained in a child care center approved by agencies recognized by the state board of education shall be accepted.

(2) Subsequent renewals of the five-year early childhood certificate shall require the presentation of a minimum of eight (8) semester hours of credit of which at least three (3) semester hours shall be in subject-matter areas. The holder of a master's degree may be granted two (2) renewals of the five-year early childhood certificate on the basis of three (3) years of teaching during the life of the most recent five-year early childhood certificate. Further renewals of a five-year early childhood certificate based on a master's degree shall require the presentation of six (6) semester hours of graduate study, at least three (3) of which shall be in subject-matter areas. Credit submitted in support of an application for a renewal of the five-year early childhood certificate shall be earned within the six (6) years immediately preceding application for renewal and shall be approved by the recommending officer of the parent institution, as cited in K.A.R. 91-1-2 (c).

(3) The holder of the three-year early childhood certificate who does not meet requirements for the five-year certificate may be granted:

(A) a three-year early childhood certificate renewal on evidence of one (1) year of successful early childhood teaching experience during the six (6) years immediately preceding application for renewal, or

(B) a three-year early childhood certificate renewal on evidence of eight (8) semester hours of credit of which three (3) semester hours shall be in subject-matter areas earned within the six (6) years immediately preceding application for renewal. The credit shall be approved by the recommending officer of the parent institution, as cited in K.A.R. 91-1-2 (c).

(Authorized by K.S.A. 72-1338, effective January 1, 1966, amended January 1, 1967, amended January 1, 1968, amended, E-68-10, March 19, 1968, amended January 1, 1969, amended January 1, 1970, amended, E-70-30, June 22, 1970, amended January 1, 1971, amended January 1, 1972, amended May 1, 1975, amended February 15, 1977, amended May 1, 1979.)

Administrator certificates

91-1-7

I **ADMINISTRATOR CERTIFICATES ISSUED ON OR AFTER JULY 1, 1977.** Persons assigned to administrative positions in Kansas schools shall hold an administrator certificate which is valid for administrative and teaching positions or comparable positions. *Effective July 1, 1980: The applicant for an initial one-year certificate shall complete a three semester hour administrator practicum during the first year of administration in a Kansas accredited school, as arranged by the parent institution. Graduates of out-of-state institutions with less than two years of experience shall enroll and successfully complete a practicum with a Kansas institution during their first year of administration. In addition, each initially certified administrator must file and maintain a plan for professional growth with the local district.* The administrator certificate, valid for positions as stated by the code number on the certificate, shall be issued to applicants who meet the following requirements:

A. **Building Administrator.** The Building Administrator Certificate shall be valid for three years. *Effective July 1, 1980: The initial Building Administrator Certificate shall be valid for one year.* This certificate shall be held by building administrators and assistant building administrators. The applicant for the initial Building Administrator Certificate shall show:

1. That he/she holds or is eligible for a degree teaching certificate on the level at which he/she is to administer (elementary or secondary).
2. Evidence of two years of successful experience in teaching or in school administration in an accredited elementary or secondary school.
3. That he/she holds a graduate degree.
4. That he/she has completed 36 semester hours of graduate credit, including:
   a. A minimum of 18 semester hours of graduate study which shall include credit in each of the following areas:
      (1) administration and supervision
      (2) program development (to include program evaluation)
      (3) personnel administration (to include personnel evaluation)
      (4) legal aspects of school operation
      (5) financial aspects of school operation
      (6) sociological and philosophical foundations of education
      (7) psychological foundations of education to include concepts of guidance, group dynamics, and human relations.
   b. Appropriate electives as a part of a program planned by the preparing institution and the student to improve the effectiveness of the administrator.

B. **Vocational-Technical School Administrator.** The Vocational-Technical Administrator Certificate shall be valid for three years. *Effective July 1, 1980: The initial Vocational-Technical School Administrator Certificate shall be valid for one year.* This certificate shall be held by vocational-technical school administrators and assistant vocational-technical school administrators. The applicant for an initial vocational-technical school administrator certificate shall show:

1. That he/she holds or is eligible for a degree teaching certificate.
2. Evidence of three years of successful experience as a certified vocational teacher in an accredited school.
3. That he/she holds a graduate degree.
4. That he/she has completed 48 semester hours of graduate credit, including:
   a. A minimum of 24 semester hours of graduate study which shall include credit in each of the following areas:
      (1) administration and supervision
      (2) program development (to include program evaluation)
      (3) personnel administration (to include personnel evaluation)
      (4) legal aspects of school operation
      (5) financial aspects of school operation
      (6) sociological and philosophical foundations of education
      (7) psychological foundations of education to include concepts of guidance, group dynamics, and human relations.
   b. Appropriate electives in the field of vocational education and related areas as a part of a program planned by the preparing institution and the student to improve the effectiveness of the administrator.

C. **District School Administrator.** The District School Administrator Certificate shall be valid for three years. *Effective July 1, 1980: The initial District School Administrator Certificate shall be valid for one year.* This certificate shall be held by the chief school administrator and the deputy administrator. The applicant for an initial District School Administrator Certificate shall show:

1. That he/she holds or is eligible for a degree teaching certificate.

2. Evidence of three years of successful experience as a certified employee of an accredited school.
3. That he/she holds a graduate degree.
4. That he/she has completed 60 semester hours of graduate credit, including:
   a. A minimum of 36 semester hours of graduate study which shall include credit in each of the following areas:
      (1) administration and supervision
      (2) program development (to include program evaluation)
      (3) personnel administration (to include personnel evaluation)
      (4) legal aspects of school operation
      (5) financial aspects of school operation
      (6) sociological and philosophical foundations of education
      (7) psychological foundations of education to include concepts of guidance, group dynamics, and human relations
      (8) plant design and operation
   b. Appropriate electives as a part of a program planned by the preparing institution and the student to improve the effectiveness of the administrator.

Renewal requirements for building administrator, vocational-technical school administrator, and district school administrator certificates:

1. Three-year administrator certificates (91-1-7, I,A,B,C) shall be renewed for five years upon successful experience and completion of six graduate credit hours. *Effective July 1, 1980: One-year administrator certificate (91-1-7, I,A,B,C) may be renewed for five years upon successful experience, completion of a three semester hour graduate administrator practicum during the first academic year of administration in a Kansas accredited school, and evidence that a professional growth plan is on file in the central office of the local school district.*
2. Renewals of the five-year certificate and all subsequent renewals shall require a minimum of six semester hours of graduate credit, not more than one-half (3 sem. hrs.) may be earned through significant job-related field experiences equated in credit hours to be jointly determined by the applicant, the local district, and the designated graduate teacher education institution.

D. **Specialized Administrator Endorsement.** This endorsement shall be issued on the written recommendation of the employing district's chief administrator and the parent institution. It shall be held by those individuals assigned to administrative or supervisory positions other than those identified in 91-1-7-I-A,B,C, immediately above. Supervisors of special education, 91-1-23-11, shall also be excluded. The applicant for the Specialized Administrator Endorsement shall show:

1. That he/she holds or is eligible for a degree teaching certificate.
2. Evidence of three years of successful experience as a certified employee of an accredited school.
3. That he/she holds a graduate degree appropriate to his/her assigned field of responsibility.
4. That he/she has completed a minimum of nine graduate semester hours to include work in each of the following: administration, supervision, and evaluation.

Renewal requirements for certificates which carry the specialized administrator endorsement:

Holders of the Specialized Administrator Endorsement (91-1-7, I,D) shall renew in accordance with the rules governing the basic certificate bearing the endorsement. In addition, applicants shall show evidence that they have planned and taught a module of classroom instruction each school year, approved by the immediate supervisor. Such module shall consist of a minimum of five clock hours of classroom instruction.

E. **Director of Special Education.** The following certificate regulations shall apply to those individuals entering the position of Director of Special Education after July 1, 1979. Any administrator could apply for this certificate up to July 1, 1979.

The initial certificate for the Director of Special Education Programs shall be valid for a period of three years. This certificate shall be held by those individuals assigned administrative responsibilities for special education/special services within the school district(s). The applicant for the initial Director of Special Education Programs Certificate shall show:

1. That he/she holds or is eligible for a degree teaching certificate.
2. Evidence of three years of successful experience in teaching, administering, or other comparable activity within an accredited school system which shall include at least one year in a recognized area of special education.
3. That he/she holds a graduate degree.
4. That he/she is recommended for the certificate by his/her parent institution.
5. That he/she has completed 48 semester hours of graduate credit, including:
   a. A minimum of 24 semester hours of graduate study which shall include credit in the following areas:

(1) administration and supervision of special education

(2) program development in special education (to include program evaluation)

(3) personnel administration (to include personnel evaluation, staff development, and public relations)

(4) school law and litigation (to include special education)

(5) financial aspects of school operation (to include special education)

(6) practicum experience in special education administration

and the following areas unless adequately completed in undergraduate preparation:

(7) overview of exceptional children

(8) sociological and philosophical foundations of education

(9) psychological foundations of education to include concepts of guidance, group dynamics, and human relations

b. Appropriate electives in the field of special education and related areas as a part of a program planned by the preparing institution and the student to improve the effectiveness of the administrator.

F. **Supervisors/Coordinators of Special Education Programs.**

The following certificate endorsement regulations shall apply to those individuals entering the position of supervisor/coordinator of special education programs after July 1, 1979.

This endorsement will be issued on the written recommendation of the employing district's chief administrator and the individual's parent institution. It shall be held by individuals assigned to supervisory/coordinating positions in special education programs.

The applicant for this specialized endorsement shall show:

1. Evidence of three years of successful teaching experiences in the area in which he/she will be supervising/coordinating.
2. In addition to meeting full certification requirements in his/her special education area, he/she shall have completed nine graduate semester hours of course work from administrative, supervisory, or curriculum areas from a sequential program approved for the preparation of supervisors/coordinators of special education.
3. That he/she is recommended for this endorsement by his/her parent institution.

II. ADMINISTRATOR CERTIFICATES ISSUED PRIOR TO JULY 1, 1977.

A. Administrator certificates issued prior to July 1, 1977, upon expiration, shall be converted to a five-year administrator certificate (Code 156 for Superintendents, Code 153 for Administrator II and vocational school administrators, Code 150 for principals) upon application and evidence of three years of successful administrative or teaching experience during the five-year period prior to July 1, 1977, or by presenting six semester hours of approved, recent, graduate credit earned in an institution with an approved school administrator program.

B. Subsequent renewals shall be granted for five-year periods on evidence of three years of successful administrative or teaching experience during the period covered by the latest certificate held by the applicant, or on presentation of six semester hours of approved, recent, graduate credit earned in an institution with an approved school administrator program.

(Authorized by K.S.A. 72-1388; effective January 1, 1966; amended January 1, 1967; amended January 1, 1968; amended January 1, 1969; amended effective May 1, 1975; amended effective February 15, 1977; amended effective May 1, 1978)

Old types of certificates

91-1-8

(a) **Administrator life certificates** issued on the basis of a degree from a Kansas college prior to July 1, 1947, shall not lapse from nonuse.

(b) **Degree three-year Certificate.**

(1) The holder of the degree three (3) year certificate valid for teaching in the elementary and secondary schools issued prior to January 1, 1952, may be granted a continuing certificate upon application and presentation of evidence of two (2) years of successful teaching experience obtained during the six (6) year period immediately preceding the date of application and during the validity of the certificate for which a renewal is sought. The continuing certificate granted as a renewal lapses from six (6) consecutive years of nonuse.

(2) The holder of the degree three (3) year certificate valid for teaching in the elementary and secondary schools and issued prior to January 1, 1952, who does not meet requirements for the continuing certificate may be granted a three (3) year renewal on application and evidence of one (1) year of successful elementary or secondary teaching experience during the six (6) years immediately preceding the date of filing application for such renewal. A renewal may be granted on the completion of eight (8) semester hours of credit of which at least three (3) semester hours shall be in subject-matter areas. If the applicant holds a master's degree, a renewal may be granted on the completion of six (6) semester hours of credit of which at least three (3) semester hours shall be in subject-matter areas. Renewal credit shall be approved by the head of the department or school of education in the parent institution and shall have been completed within six (6) years immediately preceding application for renewal.

(c) **Degree continuing certificate.**

A degree continuing certificate issued since March 9, 1925, which has lapsed from six (6) or more consecutive years of nonuse, may be renewed as a degree continuing certificate on application and evidence of full-time successful teaching experience for one (1) or more years during the six (6) year period immediately preceding the date of filing application for renewal of such certificate, or completion of eight (8) semester hours of additional credit of which at least three (3) semester hours must be in subject-matter areas. If the applicant holds a master's degree, renewal may be granted on the completion of six (6) semester hours of which at least three (3) semester hours shall be in subject-matter areas earned within the six (6) years immediately preceding the date of filing application for renewal.

(d) **Degree life certificate**

The diploma issued on the basis of a bachelor of science in education degree by Emporia state university, Fort Hays university, and Pittsburg state university prior to July 1, 1947, shall be a life certificate valid in the elementary school, junior high school, and senior high school. This certificate shall not lapse from nonuse.

(e) **Special music certificate.**

(1) The two (2) year special music certificate based on a degree or one hundred twenty (120) semester hours, and issued prior to January 1, 1952, may be renewed as a two (2) year certificate upon application and evidence of one (1) year of successful elementary or secondary teaching experience during the six (6) years immediately preceding the date of filing application, or completion of eight (8) semester hours of additional credit. If the applicant holds a master's degree, a renewal may be granted upon the completion of six (6) semester hours earned within the six (6) years immediately preceding the date of filing application for renewal.

(2) Holders of the two (2) year special music certificate who nave been granted a degree in a specialized field (other than the baccalaureate degrees in education, arts or philosophy) and who meet teacher preparation requirements for standard high schools in an additional field, may have the name of that field added to the certificate.

(3) The three (3) year special music certificate renewal issued prior to 1937 is renewed under the provisions of paragraph (e) (1) and (2) of this section as a two (2) year certificate.

(f) **One (1) and two (2) year elementary provisional certificate.** The one (1) and two (2) year elementary provisional certificates may be renewed upon application and presentation of eight (8) semester hours of additional college credit earned since the issuance of the certificate. Credit shall be applicable on requirements for a degree elementary certificate for the applicant at his or her parent college or university.

Application for renewal must be made within ninety (90) days of the expiration of the certificate.

(g) **Continuing sixty (60) hour elementary certificate,** elementary school and junior high school certificate. A continuing sixty (60) hour elementary school and junior high school certificate lapses from six (6) consecutive years of nonuse. Only certificates valid on January 1, 1963, qualify for renewal. Renewal shall require presentation of eight (8) semester hours of credit earned within the six (6) years immediately preceding the date of filing for renewal. Credit shall be applicable on requirements for a degree elementary certificate for the applicant at his or her parent college or university.

(Authorized by K.S.A. 72-1388; effective January 1, 1966; amended January 1, 1967; amended January 1, 1968; amended January 1, 1969; amended February 15, 1977; amended May 1, 1979.)

Vocational education certificates

91-1-9

Vocational education instructors under regular contract shall be certified and coded under the vocational certificate series, or degree certificate series. Vocational education instructors not under regular contract, hired under short-term agreements and paid by hourly rates for teaching adult vocational classes, shall be issued a statement of approval upon application showing the required experience. No fee shall be charged for the statement of approval.

(a) Vocational industrial education certification requirements.

(1) *Instructors for type I and type II programs.* Exploratory and advanced exploratory industrial education instructors shall:

(A) hold a valid Kansas teaching certificate, issued under K.A.R. 91-1-2 and 91-1-3.

(B) meet subject and field requirements of K.A.R. 91-1-22(b) (10).

(C) complete an approved three (3) semester hour course, workshop or institute in each of the following areas which the applicant plans to teach:

(i) construction;

(ii) manufacturing;

(iii) materials and processes;

(iv) power and energy;

(v) visual communications.

(2) *Instructors for type III and type IV programs.*

(A) Day trade, personal service, and public service instructors. A one (1) year provisional certificate shall be issued to instructors of day trade, personal service, and public service programs who meet the following requirements prior to employment:

(i) graduation from an accredited high school or successful completion of the general education development (G.E.D.) tests;

(ii) a minimum of two (2) years or four thousand (4000) hours of approved, directly related journeyman experience above the apprenticeship. One (1) year shall be continuous, full-time experience;

(iii) successful completion of a competency examination administered by the vocational industrial education institution designated by the state board; and

(iv) participation in a thirty (30) clock hour preservice workshop made available by the designated vocational industrial education institution.

(B) *Renewal requirements.* The first year certificate may be renewed for one (1) additional year by:

(i) completion of eight (8) semester hours of professional vocational education courses approved by the designated teacher education institution and the state board;

(ii) participation in a thirty (30) clock hour workshop approved by the state board. This workshop may be credited toward the eight (8) semester hours required by (a) (2), (B) (i); and

(iii) completion of one (1) year of successful teaching experience in an approved secondary or post-secondary vocational program.

(iv) A second renewal of the first year certificate valid for one (1) year may be granted upon completion of:

(AA) four (4) additional semester hours of professional vocational education courses, including the required workshop; and

(BB) completion of one (1) year of successful teaching experience in an approved secondary or postsecondary vocational program.

(v) The second one (1) year renewal of the first year certificate may be renewed as a three (3) year certificate upon completion of:

(AA) a total of eighteen (18) semester hours of professional vocational education courses, including the required workshops;

(BB) completion of one (1) year of successful teaching experience in an approved secondary or postsecondary vocational program.

(vi) The three (3) year certificate may be renewed each three (3) year period upon completion of:

(AA) three (3) additional semester hours of approved vocational courses; and

(BB) two (2) annual vocational workshops approved by the state board.

(vii) The first-year provisional certificate based upon a degree in education may be renewed as a three (3) year certificate upon completion of:

(AA) eighteen (18) semester hours of approved vocational courses, which shall include the required approved vocational workshops; and

(BB) one (1) year of successful teaching experience in an approved second-

ary or postsecondary vocational program.

(viii) The three (3) year certificate based upon a degree in education shall be renewed as a five (5) year certificate upon completion of:

(AA) three (3) additional semester hours of approved vocational education courses; and

(BB) two (2) annual vocational workshops approved by the state board.

(ix) Subsequent five (5) year certificates based upon a degree in education, shall require eight (8) semester hours of additional credit to include:

(AA) three (3) semester hours of approved vocational coursework; and

(BB) three (3) vocational workshops approved by the state board.

(3) *Instructors of type V cooperative industrial training programs.*

(A) A one (1) year provisional certificate shall be issued persons who meet the following requirements:

(i) hold a valid Kansas teaching certificate issued under K.A.R. 91-1-2 and 91-1-3;

(ii) a bachelor's degree from an accredited college or university;

(iii) courses in procedures in cooperative industrial programs and principles and philosophy of vocational education;

(iv) two (2) years of successful teaching experience. A person who has completed a bachelor's degree in vocational industrial education and has participated in the professional teaching block under the approved teacher education program may be exempt from this requirement. The exemption shall be determined by the vocational education institution designated by the state board; and

(v) two (2) years approved experience as a wage-earner in an industrial occupation or trade, one (1) year of which shall have been full-time.

(B) Renewal requirements. Renewal requirements are the same as those for type III and type IV instructor's certificates under (a)(2); (B)(v) through (ix).

(4) *Instructors for type VI technical programs.*

(A) Technical instructors (related subjects). A one (1) year provisional certificate may be issued to persons who meet the following requirements, prior to employment:

(i) a bachelor's degree including eight (8) hours of approved college credits in each related teaching area;

(ii) two (2) years of approved occupational experience in the area of instruction. Completion of an approved bachelor's degree in technical education shall be evaluated as a possible substitute;

(iii) successful completion of a competency examination administered by the vocational industrial education institution designated by the state board; and

(iv) participation in a thirty (30) clock hour pre-service workshop made available by the designated vocational industrial teacher education institution.

(B) Technical instructors (skill subjects). A one (1) year provisional certificate may be issued to persons who meet the following requirements, prior to employment:

(i) a bachelor's degree or completion of a two (2) year post-secondary technical program in the specific industrial occupational area, or equivalency of two (2) years credit in an engineering, technical or industrial technology program, or two (2) years prior teaching experience in a technical program;

(ii) two (2) years approved occupational experience, beyond the learning period, as a technician in the specific area of instruction. Completion of an approved bachelor's degree program in technical education may be substituted for this experience requirement;

(iii) successful completion of a competency examination administered by the vocational industrial education institution designated by the state board; and

(iv) participation in a thirty (30) clock hour pre-service workshop made available by the designated vocational industrial teacher education institution.

(C) Renewal requirements: renewal requirements are the same for type III and type IV instructor's certificates under (a)(2); (B)(i) through (ix).

(b) Agricultural education (vocational agriculture).

Eligibility to teach vocational agriculture requires holding a valid Kansas certificate and meeting requirements for vocational endorsement. Vocational endorsement shall be based upon a combination of professional coursework and approved occupational experience.

(1) A degree certificate may be issued upon completion of the following requirements:

(A) bachelor of science degree in agriculture education from a teacher education institution approved by the state board including the certification requirements of K.A.R. 91-1-2 and K.A.R. 91-1-3, unless otherwise provided.

(B) one (1) course in each of the following areas:

(i) principles and philosophy of vocational education;

(ii) supervised student teaching in secondary agricultural education;

(iii) methods of teaching agricultural education; and

(iv) program planning in agricultural education.

(C) two (2) years or four thousand (4000) hours of recent (within the past five (5) years), approved, occupational experience related to the area in which the candidate is planning to teach.

(2) A specialized postsecondary vocational certificate, valid for one (1) year, may be issued to the applicant who does not meet requirements for a degree certificate but who presents evidence of:

(A) a high school diploma or its equivalent;

(B) completion of two (2) years or four thousand (4000) hours of recent (within the past five (5) years), approved, occupational experience related to the area in which the applicant is planning to teach. A bachelor's degree in the area of specialty may be substituted for half the required experience;

(C) completion of a new-teacher workshop; and

(D) an individualized program for future professional growth contracted between the individual and the employing institution, and approved by the state board.

(3) Coordinators of cooperative programs involving student-school and agricultural business in the instructional process shall meet the following requirements:

(A) hold a standard degree certificate or a specialized postsecondary vocational certificate for agricultural education; and

(B) satisfactorily complete at least one (1) course in each of the following areas:

(i) principles and philosophy of vocational education;

(ii) organization and administration of vocational education;

(iii) coordination techniques; and

(iv) job analysis.

(4) *Provisional certificates.* If requested by a chief school administrator and approved by the state board, a one (1) year provisional certificate may be issued to a person who completes the following:

(A) a high school diploma or its equivalent;

(B) two (2) years of approved experience in the area the candidate is planning to teach;

(C) *successful completion of a competency examination administered by the agricultural education institution designated by the state board; and*

(D) *completion of a new teacher workshop.*

(5) *Renewal requirements.*

(A) The standard degree certificate shall be renewed upon meeting the renewal requirements of K.A.R. 91-1-3.

(B) The specialized postsecondary vocational certificate may be renewed for one (1) year upon completion of the following requirements:

(i) satisfactory progress on a planned program for professional growth;

(ii) successful teaching experience; and

(iii) coursework from among the following areas:
principles and philosophy of vocational education, methods of teaching vocational agriculture, and program planning in agricultural education.

(C) A three (3) year certificate may be issued to the applicant who has held two (2) one (1) year specialized postsecondary vocational certificates and who has completed coursework or equivalency in the areas listed in paragraph (b)(5); (B)(iii).

(D) The first one (1) year provisional certificate may be renewed for one (1) year upon:

(i) completion of eight (8) hours of coursework in the areas of principles and philosophy of vocational education, methods of teaching agricultural education and program planning in agricultural education;

(ii) participation in an approved in-service program for beginning teachers; and

(iii) completion of one (1) year successful teaching experience in an approved vocational agriculture program.

(E) The second one (1) year provisional certificate may be renewed for an additional year upon completion of professional vocational education coursework in the organization and administration of agricultural education and successful teaching experience.

(F) The one (1) year provisional certificate shall be renewed for a three (3) year period upon evidence of eighteen (18) semester hours of coursework in applicant's major teaching area and one (1) year of successful teaching experience.

(G) The three (3) year provisional certificate shall be renewed every three (3) years upon evidence of successful teaching experience and completion of three (3) additional semester hours of coursework in the major teaching area, or evidence of approved in-service experiences.

(c) **Vocational business occupations.**

(1) *Distributive education instructors* shall meet the following requirements:

(A) a valid certificate issued under K.A.R. 91-1-2 and 91-1-3;

(B) bachelor's degree in education with a major in business including courses in marketing, accounting, small business management or applied retailing, and visual merchandising, or show competency through approved examination;

(C) professional vocational education courses including:

(i) principles and philosophy of vocational education;

(ii) methods of individual training (job analysis);

(iii) organization and administration of vocational education;

(iv) coordination techniques (not required of instructors of related subjects); and

(v) methods and materials in vocational education.

(D) two (2) years or four thousand (4000) hours approved work experience in the distributive field. The instructor of related subjects may satisfy the experience requirement with one (1) year or two thousand (2000) hours of approved experience.

(2) *Office education instructors* shall meet the following requirements:

(A) a valid certificate issued under the requirements described in K.A.R. 91-1-2 and 91-1-3;

(B) bachelor's degree in education with a major in business including courses in accounting and office machines, or show competency through approved examination;

(C) professional vocational education courses shall include:

(i) principles and philosophy of vocational education;

(ii) methods of individual training (job analysis);

(iii) organization and administration of vocational education;

(iv) coordination techniques (not required for instructors of related subjects).

(v) methods course in teaching business subjects, or a course in methods and materials in vocational education.

(D) two (2) years or four thousand (4000) hours approved work experience in the office field. The instructor of related subjects may satisfy the experience requirement with one (1) year or two thousand (2000) hours of approved experience.

(3) *Data processing instructors* shall meet the following requirements:

(A) a valid certificate issued under the requirements described in K.A.R. 91-1-2 and 91-1-3;

(B) bachelor's degree which includes general data processing courses and specific instruction in current program languages;

(C) professional vocational education courses shall include:

(i) principles and philosophy of vocational education;

(ii) job analysis;

(iii) in addition, coordinators of cooperative programs shall complete organization and administration of vocational education; and

(iv) coordination techniques;

(D) two (2) years or four thousand (4000) hours of approved data processing experience or show competency through an approved examination.

(d) Vocational home economics.

(1) *Consumer-homemaking instructors* shall meet the following requirements:

(A) hold a valid Kansas certificate issued under K.A.R. 91-1-2 and K.A.R. 91-1-3;

(B) a minimum of forty (40) semester hours of coursework completed through a home economics department and including a minimum of six (6) semester hours of course content in each of the following areas:

(i) clothing construction lab and the study of textiles;

(ii) foods preparation lab and the study of nutrition;

(iii) studies in family life and studies in human development, including a directed experience with children;

(iv) home management (including a lab or special problem) and studies in consumer education; and

(v) study to include both housing, and home furnishings and equipment;

(C) general education, including:

(i) three (3) semester hours of art;

(ii) twelve (12) semester hours of social sciences including a course in sociology and a course in economics; and

(iii) twelve (12) semester hours of natural and physical sciences;

(D) home economics education totaling fifteen (15) semester hours and including courses in the following:

(i) principles and philosophy of vocational education;

(ii) methods of teaching vocational home economics;

(iii) vocational home economics student teaching;

(iv) vocational home economics curriculum; and

(v) home economics occupational education;

(E) approved related work experience or practicum.

(2) *Occupational coordinators* shall meet the requirements for consumer-homemaking and the following additional requirements:

(A) coursework in job analysis and coordination techniques; and

(B) nine hundred (900) clock hours of occupational experience directly related to the home economics instructional area or three hundred (300) clock hours if supervised for college credit.

(3) *Specialized occupational vocational home economics certification.*

(A) A one (1) year certificate may be issued to teachers in a specialized occupational program who have completed:

(i) a bachelor's degree in home economics;

(ii) one (1) course in each area defined in K.A.R. 91-1-9(d) (1) (B) (not required for postsecondary instructors);

(iii) twenty-four (24) semester hours in the area of concentration; and

(iv) nine hundred (900) clock hours of work experience directly related to the instructional field, or three hundred (300) clock hours if supervised for college credit.

(B) The specialized vocational home economics certificate may be renewed twice for one (1) year periods upon completion of the following:

(i) successful teaching experience;

(ii) participation in the annual joint vocational education conference or approved equivalent; and

(iii) one (1) or more courses from the professional vocational home economics block:

(AA) job analysis;

(BB) principles and philosophy of vocational education;

(CC) home economics occupations;

(DD) methods of teaching vocational home economics or vocational education methods;

(EE) coordination techniques.

(C) The one (1) year specialized vocational home economics certificate may be renewed for three (3) years upon completion of:

(i) successful teaching experience;

(ii) courses listed in (d) (3) (B) (iii);

(iii) participation each year in the joint vocational education conference or approved equivalent; and

(iv) participation in one (1) approved professional conference in the instructor's area of concentration.

(D) The three (3) year specialized vocational home economics certificate may be renewed for a five (5) year period upon completion of:

(i) successful teaching;

(ii) participation each year in a joint vocational education conference or approved equivalent; and

(iii) participation every three (3) years in one approved professional conference in the instructor's area of concentration.

(E) Subsequent five (5) year specialized vocational home economics certificates shall require:

(i) successful teaching experience;

(ii) eight (8) semester hours of additional approved coursework;

(iii) participation each year in the joint vocational education conference or approved equivalent; and

(iv) participation every three (3) years in one (1) approved professional conference in the instructor's area of concentration.

(4) *Provisional one (1) year vocational home economics certificate.*

(A) A one (1) year certificate may be issued to a person employed in an approved vocational home economics program who shows:

(i) skill competencies in the specialty area of home economics; and

(ii) extensive work experience directly related to the instructional area.

(B) Renewal requirements for the provisional one (1) year vocational home economics certificate shall be the same as those cited in subsection (d) (3) (B) through (E).

(e) **Health occupations.** A three (3) year vocational certificate shall be issued to educators in health occupations programs who meet the requirements for the following administrative or instructional assignment.

(1) Technical program instructors.

(A) licensed or registered to practice the health occupation in Kansas;

(B) a bachelor's degree;

(C) completion of approved coursework in:

(i) philosophy of the community college;

(ii) teaching methods;

(iii) curriculum; and

(iv) educational psychology.

(D) two (2) years approved experience in the health occupation.

(2) Technical program administrators shall meet the requirements of paragraph (e)(1) and the following additional requirements:

(A) a master's degree;

(B) completion of an approved course in program administration; and

(C) one (1) additional year of approved experience in the health occupation;

(3) Vocational program instructors:

(A) licensed or registered to practice the health occupation in Kansas;

(B) registered as a nurse if instructing licensed practical nurse or nursing aide programs;

(C) completion of approved coursework in:

(i) principles and philosophy of vocational education;

(ii) occupational analysis;

(iii) preparation of instructional materials; and

(iv) instructional methods.

(D) two (2) years of experience in the health occupation.

(4) Vocational program administrators shall meet the requirements of paragraph (e)(3) and have three (3) years of teaching experience.

(5) *Instructors of related subjects shall have:*

(A) a bachelor's degree related to the area of instruction; and

(B) approved experience necessary to integrate the related instruction into the health occupations program.

(6) *Renewal requirements.* The three (3) year vocational certificate may be renewed for subsequent three (3) year periods by attending each year two (2) approved workshops related to the instructor's health occupations teaching area (not required for instructors of related subjects).

(f) Combination cooperative vocational education (C-CVEP) instructors.

The following requirements shall be met:

(1) a bachelor's degree;

(2) hold a valid vocational certificate or a valid certificate issued under K.A.R. 91-1-2 and K.A.R. 91-1-3;

(3) meet certification requirements in one (1) area of vocational education;

(4) completion of coursework in each of the following areas:

(A) principles and philosophy of vocational education;

(B) methods and materials for teaching cooperative vocational education programs

(C) organization and administration of vocational education;

(D) job analysis; and

(E) coordination techniques.

(5) two (2) years or four thousand (4000) clock hours of approved work experience.

(g) Instructors employed in approved exemplary and special needs programs.

A one (1) year vocational certificate may be issued upon completion of:

(1) experience related to the instructor's functions within the special needs program; and

(2) a plan for professional growth which may include:

(A) coursework in principles and philosophy of vocational education, organization and administration of vocational education and methods and materials of vocational education; and

(B) approved workshops or courses related to the area of instruction.

(h) Vocational guidance counselors. The following requirements shall be met:

(1) hold a valid certificate issued under K.A.R. 91-1-2 and K.A.R. 91-1-3;

(2) approval as a secondary school guidance counselor;

(3) four thousand (4000) clock hours of work experience; and

(4) completion of coursework in:

(A) principles and philosophy of vocational education;

(B) organization and administration of vocational education; and

(C) job analysis.

(i) Provisional vocational certification. In special circumstances involving critical occupational training areas, a one (1) year provisional vocational certificate may be issued.

(1) The applicant for a one (1) year certificate shall meet the following conditions:

(A) the applicant shall be employed in an approved vocational program; and

(B) a plan shall be developed to assist the instructor in meeting full qualifications within a designated period of time.

(2) Provisional vocational certification may be renewed for two (2) additional one (1) year periods if the applicant presents:

(A) successful teaching experience; and

(B) progress toward meeting full certification requirements in the instructional area.

(j) Instructors of adult vocational programs. A statement of approval may be issued upon meeting the following requirements:

(1) Graduation from an accredited high school or general educational development equivalent;

(2) Four thousand (4000) clock hours of approved related work experience.

(Authorized by K.S.A. 72-1388; effective January 1, 1966; amended January 1, 1972; amended May 1, 1975; amended May 1, 1979.)

Certificate renewal based upon age

91-1-10

A Kansas teacher who is sixty (60) years of age on or before the expiration date of the certificate for which a renewal is sought may be issued a renewal without recent approved college credits if the applicant presents:

(a) **evidence of teaching** one hundred fifty (150) days of the school year immediately preceding the effective date of the renewal, if granted; and

(b) **evidence of teaching** one hundred fifty (150) days in each of five (5) of the six (6) school years immediately preceding the effective date of the renewal, if granted; and

(c) **request for certificate renewal** from the employing official of the school in which the applicant is to teach.

(Authorized by K.S.A. 72-1388; effective January 1, 1966; amended January 1, 1967; amended January 1, 1968; amended May 1, 1979.)

Application for certificates and for renewal or duplication of certificates

91-1-11

(a) **Initial certificates, renewals, duplicates of certificates** shall be applied for by the teacher. The form, Kansas application for certification, may be obtained from the local school administrator, a Kansas school or college of education, or from the state department of education. The form shall be filled out completely, including all names under which the applicant has been known. The application shall be presented by mail or in person with the correct fee and an official transcript, when required, to the certification unit, state department of education, 120 East 10th Street, Topeka, Kansas 66612.

(b) **The fee for application** shall be established by the state board on or before January 1, of each year, to be effective July 1, of that year. Information regarding the current fee may be obtained from a local education agency. Checks or money orders shall be accepted. If a check is returned by the state treasurer, the certificate may be revoked.

(Authorized by K.S.A. 72-1388; effective January 1, 1966; amended January 1, 1970; amended May 1, 1979.)

Certificates from other states

91-1-12a

(a) Degree one (1) year certificates. Degree one (1) year elementary, degree one (1) year secondary, and degree one (1) year elementary and secondary certificates shall be issued to graduates of out-of-state teacher education institutions who meet the following requirements. The applicant shall:

(1) hold a valid teacher certificate from another state based on a degree from a college or university on the accredited list of the state board;

(2) comply with K.A.R. 91-1-2; and

(3) present a degree program which includes at least eighteen (18) semester hours in professional education and forty-five (45) semester hours in liberal arts.

(b) Renewal. The certificates set forth in subsection (a) may be renewed for one (1) year upon completion of eight (8) semester hours of additional approved credit applicable to elementary or secondary degree certificate requirements.

(c) Out-of-state applicant. A certificate shall be issued to an out-of-state applicant on the basis of credentials from an institution accredited by the national council for accreditation of teacher education (NCATE), if the applicant presents credentials verifying that the program of education meets NCATE standards. The applicant shall present the equivalent of eighteen (18) semester hours of professional education and forty-five (45) semester hours in liberal arts, with credit in at least three (3) of the following areas:

(1) social science;

(2) science;

(3) humanities; or

(4) mathematics.

The applicant for an elementary teacher certificate shall present an additional twelve (12) semester hours in elementary content method courses. The provisions of this paragraph do not apply to vocational and administrative certificates. Certificates from other states are not valid for teaching in Kansas.

(Authorized by K.S.A. 72-1388; effective May 1, 1979.)

Substitute teaching

91-1-14

Persons assigned as substitute teachers shall be certified for the grade level at which they teach. Persons holding a substitute teacher certificate shall teach no more than sixty (60) consecutive days or ninety (90) intermittent days in any school year. Persons holding elementary, secondary, and elementary-secondary certificates shall also be eligible for substitute teaching, but shall not be subject to the limitation of sixty (60) consecutive or ninety (90) intermittent days of substitute teaching in any school year. Substitute teachers shall register their certificates with the chief administrator of the employing district.

(a) **Secondary substitute teacher certificate.** A secondary substitute teacher certificate shall be valid for a three (3) year period. The applicant shall present evidence of one (1) of the following:

(1) a Kansas teacher's certificate based on a degree and valid in secondary schools. The recent credit or experience required by K.A.R. 91-1-2(b) shall not apply; or

(2) a certificate based on a college degree valid in secondary schools from any state whose certification requirements are comparable to those of Kansas. The recent credit or experience required by K.A.R. 91-1-2(b) shall not apply; or

(3) completion of a baccalaureate degree in a secondary school program which meets the requirements of K.A.R. 91-1-3; including recency.

(b) **Elementary substitute teacher certificate.** An elementary substitute teacher certificate shall be valid for a three (3) year period. The applicant shall present evidence of one of the following:

(1) a Kansas elementary teacher certificate based on sixty (60) or more semester hours of college credit. The recent credit or experience required in K.A.R. 91-1-2(b) shall not apply;

(2) an elementary certificate based on sixty (60) or more semester hours of college credit from any state whose certification requirements are comparable to those of Kansas. The recent credit or experience required by K.A.R. 91-1-2(b) shall not apply; or

(3) completion of a baccalaureate degree in an elementary education program which meets the requirements of K.A.R. 91-1-5 including recency.

(c) **Elementary-secondary substitute teacher certificate.** Applicants who meet requirements for both the elementary substitute teacher certificate and the secondary substitute teacher certificate shall be issued an elementary-secondary substitute teacher certificate.

(d) **Renewal requirements.**

(1) **The first renewal of the substitute certificate shall be valid for a three (3) year period and may be issued to applicants who present evidence of:**

(A) ninety (90) or more days of teaching during the validity of the substitute certificate; or

(B) three (3) semester hours of approved college credit earned since the issuance of the substitute teacher certificate and within the six (6) years immediately preceding application for renewal.

(2) Subsequent renewals of the substitute teacher certificates shall be valid for a three (3) year period and require three (3) semester hours of additional approved college credit.

(Authorized by K.S.A. 72-1388; effective January 1, 1966; amended January 1, 1968; amended January 1, 1969; amended January 1, 1970; amended May 1, 1979.)

Revocation or suspension of certificates

91-1-15

A certificate issued by the state board or by a Kansas teacher education institution may be revoked by the state board on the grounds of immorality, gross neglect of duty, annulling of written contracts with boards of education without the consent of the board which is a party to the contract, or for any cause that would have justified withholding certification at the time it was granted. A certificate is automatically declared revoked when the holder of the certificate is convicted of a felony in the state of Kansas or in any other state of the United States.

The state board may reinstate a certificate which has been revoked or suspended upon finding that the applicant otherwise meets requirements for certification and that the grounds for suspension or revocation no longer exist.

An applicant whose certificate has been revoked or suspended in another state shall not be eligible for certification in Kansas until the applicant's certificate is reinstated by the state in which the suspension or revocation occurred.

(Authorized by K.S.A. 72-1388; effective January 1, 1966; amended by E-67-7, June 1, 1967; amended January 1, 1968; amended January 1, 1970; amended May 1, 1979.)

Certificate registration

91-1-16

A teacher or other certified person employed in a public school shall file a valid certificate in the office of the superintendent of the district in which that person is employed.

(Authorized by K.S.A. 72-1388; effective January 1, 1966; amended January 1, 1969; amended January 1, 1970; amended May 1, 1979.)

Certificate renewal or extension based upon military service

91-1-17

The holder of a Kansas certificate who has been in military service during all or part of the period the certificate was valid may be issued a certificate renewal or extension.

(a) **Renewal.** The renewal shall be valid for the same length of time as the original certificate. Application for renewal shall be made within one (1) year after discharge from the service and shall include the application, fee, and an official document showing honorable discharge.

(b) **Extension.** The certificate may be extended for the length of time the certificate was valid during the military service. Application or fee shall not be required. A written request shall be submitted to the certification unit accompanied by an official document showing the date of entry into military service and the date of honorable discharge. The extension of the reissued certificate shall begin at the date of military discharge.

(Authorized by K.S.A. 72-1388; effective January 1, 1966; amended January 1, 1967; amended January 1, 1969; amended January 1, 1970; amended, E-74-10, December 7, 1973; amended May 1, 1975; amended May 1, 1979.)

Accredited out-of-state colleges and universities, validation of credit

91-1-19

(a) Accredited out-of-state colleges and universities.

(1) The state board shall accept the accreditation of those out-of-state colleges and universities which are accredited by:

(A) the national council for the accreditation of teacher education,

(B) the regional accrediting association of the region in which the institution is located, or

(C) the state education agency of the state in which the institution is located. The state shall have officially adopted standards for accrediting teacher education institutions.

(2) The state board shall approve off-campus courses offered by out-of-state institutions for credit which may be used for Kansas certification renewal. These courses shall comply with the standards outlined in K.A.R. 91-1-2e. The Out-of-state institution shall provide evidence to the state board that these standards have been met before offering off-campus courses applicable to Kansas certification renewal requirements.

(3) The state board shall accept the accreditation of out-of-state institutions offering two (2) year programs of education at the freshman and sophomore level if these institutions are accredited by the state education agency of the state in which the institution is located.

(b) Validation of credit. The degree from a nonaccredited institution may be accepted as a basis for certification if the applicant:

(1) has been admitted without limitation to graduate standing in an institution of higher education on the accredited list of the state board; and

(2) has completed eight (8) semester hours of resident graduate credit approved by the head of the department of education of the institution.

(Authorized by K.S.A. 72-1388; effective January 1, 1966; amended January 1, 1967; amended January 1, 1970; amended January 1, 1972; amended, E-73-3, November 16, 1972; amended May 1, 1975; amended May 1, 1976; amended May 1, 1979.)

Foreign exchange teachers

91-1-21

The state board may issue a certificate, valid for one (1) year, to a person who participates in the foreign exchange teachers plan. The applicant shall have completed a program of teacher education equivalent to approved Kansas teacher education programs. The Certificate shall be valid in the school and for the subjects designated on the certificate.

(Authorized by K.S.A. 72-1388; effective January 1, 1966; amended January 1, 1970; amended May 1, 1979.)

Subject and field requirements

91-1-22

(a) Administration.

(1) *Elementary and secondary administrators.* Persons assigned administrative responsibilities of a high school, junior high school, or elementary school shall hold a certificate valid for administration at the level of assignment. Administrators of high schools identified as class "C" prior to January 1, 1959, and of junior high schools who remain in the same administrative position in which they were employed for the 1951-1952 school year, shall not be required to hold an administrator certificate.

(2) *Elementary and secondary school supervisors.* Supervisors of subject areas in elementary or secondary schools shall hold a certificate valid at the level of assignment which includes the specialized administrator endorsement, or a certificate valid for administration at the level of assignment.

(b) Requirements for instructional areas.

All teachers shall hold a Kansas certificate valid for the area and level of instruction. Under all secondary school organizational structures, teachers of grades ten (10), eleven (11), and twelve (12) shall meet high school subject and field requirements. Teachers of grades seven (7), eight (8), and nine (9) in a secondary school holding either an elementary or secondary certificate shall have a minimum of fifteen (15) semester hours of credit in each field or subject taught. The following requirements shall apply to high school teachers unless otherwise stated.

(1) **Business:**

Twenty-four (24) semester hours in the business field with six (6) semester hours in each subject taught, of which at least two (2) semester hours shall be resident college credit in other than the beginning courses.

(2) **Counselors:**

(A) Secondary school counselors shall:

(i) Hold a certificate valid at the secondary school level;

(ii) have had at least two (2) years of successful teaching or counseling experience in an accredited secondary school;

(iii) have completed a pre-professional nucleus of at least fifteen (15) semester hours in supporting areas as determined by the recommending institution;

(iv) have completed a master's degree with a minimum of eighteen (18) semester hours in professional guidance courses at the graduate level including a minimum of two (2) semester hours in each of the following areas:

(AA) Basic course in guidance and counseling at the undergraduate or graduate level;

(BB) Individual and group appraisal including measurements in guidance, tests, and other psychological measurement;

(CC) Occupational, educational, and sociological information and observation;

(DD) Counseling theory and techniques;

(EE) Supervised practicum in counseling in the secondary school; and

(FF) Program planning of guidance services.

(v) receive a recommendation from the parent institution.

(B) Elementary school counselors shall:

(i) hold a certificate valid at the elementary school level;

(ii) have had at least two (2) years of successful teaching or counseling experience in an accredited elementary school;

(iii) have completed a pre-professional nucleus of at least fifteen (15) semester hours in supporting areas as determined by the recommending institution;

(iv) have completed a master's degree with a minimum of eighteen (18) semester hours in professional guidance courses at the graduate level, with preparation in each of the following areas:

(AA) Basic concepts in guidance at the undergraduate or graduate level;

(BB) Educational measurements, including a basic understanding of educational measurement concepts and use of standardized tests;

(CC) Child study and appraisal, including use of cumulative records, sociometric techniques, case studies, and other psychological measurements;

(DD) Individual intelligence testing, including verbal and performance;

(EE) Counseling theory and techniques of elementary school counseling;

(FF) supervised practicum in guidance and counseling in the elementary school;

(GG) development and operation of guidance services in the elementary school.

(v) receive a recommendation from the parent institution.

(3) **Data processing.**

Six (6) semester hours in data processing courses, including one (1) course in introductory data processing covering basic computer concepts.

(4) **Driver education.**

Eighteen (18) semester hours distributed as follows:

(A) driver education, six (6) semester hours;

(B) general safety, three (3) semester hours;

(C) psychology, three (3) semester hours; and

(D) elective courses selected from such areas as visual education, auto mechanics, sociology, human relations, American democracy, law enforcement, traffic problems, and court procedures, six (6) semester hours.

(5) **Aerospace education.**

Eighteen (18) semester hours distributed as follows:

(A) Nine (9) semester hours which shall include:

(i) aerospace and aviation education I; and

(ii) additional hours selected from the following:

(AA) aerospace and aviation education;

(BB) meteorology;

(CC) astronomy;

(DD) aeronautics;

(EE) history of aviation;

(FF) air transportation;

(GG) federal aviation administration certified program (if approved by college for credit).

No more than two (2) aerospace or aviation education workshops or courses may be used to meet these requirements.

(B) Nine (9) semester hours selected from such courses as visual education, sociology, economics, psychology, business education, industrial arts, mathematics, and science.

(6) **English.**

A) *Composition and literature:* Thirty-six (36) semester hours which shall include:

(i) twenty-four (24) semester hours in basic English courses including:

(AA) American literature;

(BB) advanced composition;

(CC) modern grammar or linguistics, or the history of the English language.

(ii) twelve (12) semester hours to include one (1) course in speech, and additional courses in composition, literature and study of the English language or in the related fields of speech and theater arts, journalism, and the teaching of reading.

(B) *Journalism:* Twelve (12) semester hours in journalism.

(C) *Speech:* Fifteen (15) semester hours in speech or theater arts.

(7) **Fine arts.**

(A) Music:

(i) ***instrumental and vocal music in grades kindergarten through twelve (12): sixty-two (62) semester hours of music;***

(ii) ***vocal music: twenty-four (24) semester hours in vocal music;***

(iii) ***instrumental music: twenty-four (24) semester hours in instrumental music.***

(B) *Visual arts:* Thirty-six (36) semester hours in the field of art which shall include:

(i) a course in art history; and,

(ii) twenty-four (24) semester hours in studio courses with some preparation in at least five (5) of the following areas:

(AA) drawing,

(BB) painting,

(CC) graphics,

(DD) sculpture,

(EE) ceramics,

(FF) jewelry,

(GG) metal work,

(HH) weaving,

(II) design.

(8) **Foreign languages:**

(A) *Latin:* Fifteen (15) semester hours in Latin.

(B) *Modern:* Twenty-four (24) semester hours in the modern language to be taught. Instructors who meet full requirements in a modern language may qualify for each additional modern language with fifteen (15) semester hours of credit in each additional modern language.

(9) **Non-vocational home economics:**

(A) twenty-four (24) semester hours in home economics including:

(i) six (6) semester hours in foods and nutrition.

(ii) six (6) semester hours in clothing and textiles.

(iii) six (6) semester hours in home and family living.

(B) Three (3) semester hours of directed teaching in home economics.

(10) **Industrial arts.**

(A) *Comprehensive general shop:* twenty-four (24) semester hours in the field of industrial arts which shall include course work in at least six (6) of the following areas:

(i) drafting,

(ii) woods,

(iii) metals,

(iv) electricity or electronics,

(v) power mechanics,

(vi) graphic arts,

(vii) plastics,

(viii) industrial crafts.

(B) ***Drafting, electricity or electronics, graphic arts, metals, plastics, power mechanics, woods:*** twenty-four (24) semester hours in the field of industrial arts which shall include nine (9) semester hours in the subject taught.

(11) Librarians:

(A) ***Secondary school librarians:*** twenty-four (24) semester hours of library science.

(B) ***Elementary school librarians:*** fifteen (15) semester hours of library science.

(12) Mathematics.

(A) ***General mathematics or equivalent:*** Eighteen (18) semester hours in mathematics.

(B) ***Advanced mathematics:*** Eighteen (18) semester hours in mathematics beginning at a level equivalent to analytic geometry and calculus.

(13) Physical education and health.

(A) ***Physical education:*** twenty-four (24) semester hours in physical education including:

(i) at least one (1) course in each of the following:

(AA) Human anatomy;

(BB) Human physiology; and,

(ii) at least six (6) semester hours in each of the following areas:

(AA) Skill courses in physical education activities,

(BB) Theory courses in sports or dance, or both; and,

(CC) Theory courses in physical education.

(B) ***Health education:*** Eighteen (18) semester hours in courses related to health education including at least one (1) course in each of the following:

(i) human anatomy,

(ii) human physiology,

(iii) first aid; and,

(iv) community health.

(14) Psychology: Twelve (12) semester hours of credit in psychology with at least six (6) semester hours of credit offered by a department of psychology.

(15) Special Reading.

(A) ***Teachers of special reading classes*** shall complete twelve (12) semester hours of graduate level reading courses with preparation in each of the following areas:

(i) Foundations or survey of reading. This area may be waived for another reading course if completed at the undergraduate level;

(ii) diagnosis and correction of reading disabilities; and

(iii) clinical or laboratory practicum in reading.

(B) ***The elementary school teacher of special reading classes*** shall have, in addition to the requirements of subsection (b)(15)(A), at least two (2) years of teaching experience at the elementary level.

(C) ***The secondary school teacher of special reading classes*** shall have, in addition to the requirements of subsection (b)(15)(A), at least two (2) years teaching experience at the elementary or secondary level.

(16) Science:

(A) ***Biology:*** Twenty-four (24) semester hours in science including twelve (12) semester hours in biology with:

(i) a laboratory course in general botany and a laboratory course in general zoology; or,

(ii) a laboratory course which includes both botany and zoology.

(B) ***Chemistry:*** Twenty-four (24) semester hours in science including twelve (12) semester hours in chemistry with courses in each of the following:

(i) inorganic chemistry,

(ii) organic chemistry; and,

(iii) analytical chemistry.

(C) ***Physics:*** Twenty-four (24) semester hours in science including twelve (12) semester hours in physics with at least one (1) physics course for which a general one (1) year laboratory course in physics is a prerequisite.

(D) ***Earth Science:*** Twenty-four (24) semester hours in science with twelve (12) semester hours in earth science including laboratory or field work in physical and historical geology, and basic concepts in meteorology and astronomy.

(E) ***General Science:*** Twenty-four (24) semester hours in the field of science which shall include:

(i) one (1) laboratory course in each of the following science fields:

(AA) biology,

(BB) chemistry, and,

(CC) physics; and,

(ii) full qualification to teach biology, chemistry or physics.

(F) ***Botany, zoology, aeronautics, geology, and other science courses:*** Twenty-four (24)

semester hours in the field of science including six (6) semester hours in each subject taught. Only courses taken through a science department shall be counted toward science certification.

(17) **Social Sciences:**

(A) ***United States history, government, or world history.*** Thirty-six (36) semester hours in the field of social science shall be required with a minimum of twelve (12) semester hours in each subject to be taught.

(B) ***anthropology, economics, sociology, geography or other courses in the social sciences:*** thirty-six (36) semester hours in the field of social science with a minimum of six (6) semester hours in each subject to be taught.

(18) **All Subjects:** A person who qualifies for and teaches in a field and subject, and who has been employed under contract during the period immediately preceding a change in the requirement for that subject or field, shall remain eligible to teach the subject or field.

(Authorized by K.S.A. 72-1388; effective January 1, 1966; amended January 1, 1967; amended January 1, 1968; amended January 1, 1969; amended January 1, 1970; amended E-70-30, June 22, 1970; amended January 1, 1971; amended E-71-38, September 22, 1971; amended January 1, 1972; amended E-72-25, August 25, 1972; amended January 1, 1973; amended January 1, 1974; amended E-74-24, April 22, 1974; proposed amendment modified and approved by legislature (1975 H.B. 2530); amended May 1, 1975; amended effective May 1, 1978; amended May 1, 1979.)

Special education

91-1-23

(a) The following shall be required of all special education teachers: A Kansas teacher certificate valid at the level of instruction under K.A.R. 91-1-2, 91-1-3, 91-1-4, 91-1-5.

Supervised practicum or internship in the proper special education area may be substituted for the directed teaching requirement.

The elementary content and method requirements for the applicant for the elementary or elementary-secondary certificate under K.A.R. 91-1-5(a)(3) may be met with the requirements of K.A.R. 91-1-23(b)(1-15).

Special education personnel who qualify under requirement K.A.R. 91-1-4(a) shall be restricted to working in the area of exceptionality for which he or she meets requirements.

General competencies to be acquired through eight (8) to twelve (12) semester hours of course work prescribed by the recommending teacher education institution. One course may be applied toward more than one proficiency:

(1) An understanding of exceptional children and of the field of special education.

(2) An understanding of the home, school and community relations of exceptional children.

(3) Knowledge and skill in the techniques of counseling and interviewing with special application to working with parents of exceptional children.

(4) An understanding of the role of the special education teacher in the total program of educational, medical, psychological, and welfare services in the community and sufficient background to receive and to use confidential information from these sources.

(b) Additional requirements for the area of exceptionality:

(1) Teachers of the physically impaired.

(A) ***Full endorsement*** shall require twenty-two (22) additional semester hours of credit, including course work in the following fields:

(i) Six (6) semester hours in the general education of the physically impaired, such as therapeutic care of the physically impaired, problems and education of the cerebral palsied child, problems and education of the hospitalized child, problems and education of the brain-injured child.

(ii) Six (6) semester hours in curriculum and methods, such as child study and mental hygiene of the physically impaired, curriculum adjustment for the physically impaired, program planning for the physically impaired, arts and crafts for the exceptional child, methods and materials for the mentally retarded.

(iii) Two (2) semester hours in student teaching, such as supervised experience with the physically impaired.

(iv) Two (2) semester hours in physical characteristics, such as survey of orthopedic conditions, orthopedics for teachers of the physically impaired, survey of physical defects, and medical aspects of cerebral palsy.

(v) Six (6) semester hours in related courses such as introduction to speech correction, speech correction for the cerebral palsied, fundamentals of vision and hearing, and educational and vocational guidance of exceptional children.

(B) ***Provisional endorsement.*** Upon recommendation of the teacher education institution, provisional endorsement may be granted to a person who has planned a program of study leading to approval, and has completed at least six (6) semester hours of required coursework. Provisional endorsement may be extended yearly, for a maximum of three (3) years, upon continued progress toward meeting requirements for endorsement.

(2) Teachers of homebound and hospitalized children. Endorsement shall require:

(A) ***Full-time teachers*** shall have completed ten (10) semester hours of credit, including courses in the following fields:

(i) Arts and crafts for the physically handicapped;

(ii) Audio-visual aids;

(iii) Medical and psychological aspects of physically handicapped children; and

(iv) Supervised teaching in home or hospital setting. Two (2) years of teaching homebound or hospitalized children may be substituted for supervised teaching.

(B) ***Part-time teachers*** shall have a valid Kansas teaching certificate.

(3) Teachers of the educable mentally retarded. Endorsement shall require:

(A) Six (6) semester hours of credit in related or background areas, including coursework in two (2) or more of the following fields: Individual mental testing, speech correction, psychology of adjustment, human physiology or human biology.

(B) Twelve (12) semester hours of additional credit with course work in each of the following fields:

(i) Mental retardation and related research;

(ii) Classroom organization for classes of educable mentally retarded children;

(iii) Curriculum development, including methods and materials for mentally retarded children;

(iv) Occupational information; and

(v) Supervised teaching of the educable mentally retarded.

(4) **Teachers of the trainable mentally retarded.** Endorsement shall require:

(A) Four (4) semester hours of credit in related or background areas, including coursework in two (2) of the following: Speech correction, psychology of adjustment, human physiology or human biology.

(B) Twelve (12) semester hours of additional credit, including coursework in each of the following fields:

(i) Mental retardation and related research, including clinical types;

(ii) Classroom organization for classes for severely retarded children;

(iii) Curriculum development, including methods and materials for severely retarded children;

(iv) Survey of residential school and sheltered workshop; and

(v) Supervised teaching of severely retarded children, a part of which shall be in a state training school.

(5) **School psychologist.**

(A) *Full endorsement for school psychologist I* shall require:

(i) Sixty (60) semester hours of professional training, including a master's degree, distributed as follows:

(AA) thirty (30) semester hours credit in areas such as child psychology, abnormal behavior, psychological backgrounds, and educational backgrounds.

(BB) fifteen (15) semester hours of credit in areas such as assessment, evaluation and diagnosis: individual intelligence testing (verbal and performance), educational diagnosis, theory of psychological tests, psychological assessment of exceptional children, clinical practicum and supervised field work.

(CC) fifteen (15) semester hours of credit in areas such as school adjustment, psychology of remedial education, health problems of the school child, mental hygiene, community services, counseling, group dynamics, school programs for exceptional children, remedial techniques, school social work.

(ii) Two hundred (200) clock hours of supervised practicum in a school setting.

(B) *Provisional endorsement.* Upon recommendation of the teacher education institution, a person who meets requirements of subsection (b)(5)(A)(ii) and lacks no more than five (5) semester hours in each of subsections (b)(5)(A)(i)(AA)(BB) and (CC), may be granted provisional endorsement yearly, for a maximum period of three (3) years, upon continued progress toward meeting requirements for full endorsement at the rate of five (5) semester hours of additional credit each year.

(C) *School psychologist II.* A school psychologist II shall be required to meet all the requirements for school psychologist I under subsection (b)(5)(A), and has:

(i) Completed six (6) additional graduate semester hours in such areas as assessment, evaluation and diagnosis and twenty-four (24) additional graduate semester hours in school adjustment and has:

(ii) At least 200 additional clock hours in supervised school psychological experience.

(6) **School social workers.** Endorsement shall require completion of the requirements for a master's degree in an accredited school of social work, including at least thirty (30) graduate semester hours of professional preparation including:

(A) Courses leading to an understanding of the medical, educational, and psychological aspects of the individual child, and of the physical, emotional, and intellectual forces affecting their growth and development.

(B) Two hundred (200) clock hours in supervised case work experience, part of which shall be in a public school situation.

(7) **Speech clinician.** Full endorsement shall require sixty (60) semester hours of professional training, including a master's degree or its equivalent in speech pathology, to be distributed as follows:

(A) eighteen (18) semester hours in courses about the normal development and use of speech, hearing and language.

(B) forty-two (42) semester hours in courses focusing on the management of speech, hearing and language disorders, including:

(i) Six (6) semester hours in hearing.

(ii) No more than six (6) semester hours in courses that provide academic credit for clinical practice. Two hundred seventy-five (275) clock hours of supervised clinical practice, one-fourth (1/4) in group therapy situations, shall be required. These may be accumulated as part of the six (6) semester hours. The supervised

practicum may be wholly or in part included in the supervised teaching experience required for the regular certificate.

(iii) twenty-four (24) semester hours, not including credit for thesis or dissertation, in courses in speech pathology.

(iv) Thirty (30) semester hours in courses acceptable toward a graduate degree by the college or university.

(8) **School audiologist:**

Full endorsement shall require sixty (60) semester hours of professional training, including a master's degree or its equivalent in audiology, to be distributed as follows:

(A) eighteen (18) semester hours in courses focusing on the normal development and use of speech, hearing, and language.

(B) forty-two (42) semester hours in courses focusing on the management of speech, hearing, and language disorders, including:

(i) No more than six (6) semester hours may be in courses that provide academic credit for clinical practice; two hundred and seventy-five (275) clock hours of supervised clinical practice shall be required. These may be accumulated as part of the six (6) semester hours. The supervised practicum may be wholly or in part included in the supervised teaching experience required for the regular certificate.

(ii) Twenty-four (24) semester hours, not including credit for thesis or dissertation, in courses in audiology or deaf education.

(iii) Thirty (30) semester hours in courses acceptable toward a graduate degree by the college or university.

(9) **Teacher of the hearing impaired:**

(A) Full endorsement shall require:

(i) twelve (12) semester hours in courses that provide information about human growth and development, including speech, hearing, and language, and which are supportive to professional speech and hearing courses.

(ii) sixteen (16) semester hours in aural habilitation, including courses in speech for the deaf, and curriculum adaptation for the deaf. No more than four (4) semester hours in clinical practicum may be counted in this area.

(iii) eight (8) semester hours in clinical audiology, including speech reading, auditory training, and clinical audiology.

(iv) six (6) semester hours in speech pathology.

(v) Three hundred (300) clock hours in clinical practicum, three-quarters of which are in group instruction, shall be required. This supervised practice may be wholly or in part included in the supervised teaching experience required for the regular certificate.

(B) Provisional endorsement. Upon the recommendation of the teacher education institution, a person may be granted provisional endorsement upon completion of sixteen (16) semester hours under subsection (b)(10)(A)(ii); eight (8) semester hours under subsection (b)(9)(A)(iii); plus the practicum requirements. Provisional endorsement may be extended yearly, for a maximum period of three (3) years, upon continued progress toward meeting requirements for a full endorsement.

(10) **Teachers of visually impaired students.**

Endorsement shall require ten (10) semester hours of credit including coursework in each of the following:

(A) Organization and administration of facilities for visually impaired students, physical surrounding and equipment, and sight conservation measures.

(B) Methods and materials of teaching visually impaired students including braille.

(C) Orientation and mobility skills for visually impaired students.

(D) Anatomy, physiology, and hygiene of the eye, with implications for educational programming.

(E) Supervised teaching with visually impaired students.

(11) **Supervisor of special education** endorsement effective until July 1, 1979.

(A) endorsement shall require:

(i) Completion of nine (9) semester hours in administration and supervision, with at least one (1) course in administration of special education programs, including legal provisions.

(ii) Completion of one (1) of the following:

(AA) Meet standards for endorsement in any one (1) of the special education areas and completion of eighteen (18) semester hours with at least six (6) hours in each of three (3) special education areas other than the one (1) in which he or she has specialized.

(BB) Hold an administrator endorsement for Kansas, have one (1) or more years of experience in supervision of

elementary schools, and complete twenty-seven (27) semester hours with at least nine (9) hours in each of three (3) special education areas.

(B) Provisional endorsement. Upon recommendation of the teacher education institution provisional endorsement may be granted to a person who has completed six (6) semester hours of graduate credit under either subsection (b)(11)(A)(ii)(AA) or (BB) and who meets all other requirements. Provisional endorsement may be extended yearly, upon continued progress toward meeting requirements for full endorsement.

(12) Teachers of the learning disabled.

(A) Full endorsement shall require:

(i) nine (9) semester hours of graduate credit in related or background areas, leading to competencies in each of the following:

(AA) educational assessment of exceptional children;

(BB) management of classroom behavior; and

(CC) an understanding of language development and disorders of communication.

(ii) thirteen (13) semester hours of additional graduate credit in the learning disability area with training in each of the following:

(AA) learning disabilities and related research;

(BB) education of the learning disabled child including competencies in remedial education; and

(CC) supervised teaching (practicum) with learning disabled children;

(iii) recommendation from a major training institution; and

(iv) thirty-six (36) weeks successful teaching experience in a public school-sponsored learning disability program subsequent to completion of training sequence.

(B) Provisional endorsement. Upon recommendation of the teacher education institution, provisional endorsement may be granted to a person yearly, for a maximum period of five (5) years, upon continued progress toward meeting requirements for full endorsement. A person may be provisionally endorsed on the basis of one (1) of the following:

(i) completed one (1) year of regular or special classroom experience, has planned a program of study leading to full endorsement and has completed at least eight (8) semester hours of coursework agreed upon by the teacher education institution and the state board; or

(ii) effective until September 1, 1980, provisional endorsement for one (1) school year shall be granted to a person who has:

(AA) Completed twenty (20) semester hours of special education (undergraduate or graduate) course work including at least eight (8) semester hours of training in the learning disability area and distributed among each of the following:

(11) Characteristics of the learning disabled.

(22) Methodology or education of the learning disabled.

(33) Supervised teaching (practicum) with learning disabled children.

(BB) Planned a graduate level program for completion of full approval requirements. This planned program shall be signed by the applicant, the teacher education institution, and the employing educational agency.

(13) Teachers in personal and social adjustment programs.

(A) Full endorsement shall require:

(i) eight (8) semester hours of graduate credit in related or background areas, including course work in each of the following: introduction to psychological testing; behavior management and diagnosis; and remediation of learning problems.

(ii) Thirteen (13) semester hours of additional graduate credit in the major area including coursework in each of the following areas:

(AA) characteristics of the emotionally disturbed,

(BB) education of the emotionally disturbed, and

(CC) supervised teaching with the emotionally disturbed.

(iii) Recommendation from a major teacher education institution.

(iv) Thirty-six (36) weeks successful teaching experience in a public school-sponsored personal and social adjustment program subsequent to completion of training sequence.

(B) Provisional endorsement.

(i) Upon recommendation of the teacher education institution, provisional endorsement for one (1) school year may be granted to a person who holds a degree certificate, has planned a program of study leading to full endorsement and has completed a specified number of hours of

coursework agreed upon by the teacher education institution and the state board, or

(ii) effective until September 1, 1980, provisional endorsement for one (1) school year shall be granted to a person who has:

(AA) Completed at least twenty (20) semester hours of special education undergraduate or graduate course work including eight (8) semester hours of training in the personal and social adjustment area and distributed among each of the following:

(11) characteristics of the emotionally disturbed.

(22) methodology or education of the emotionally disturbed.

(33) supervised teaching (practicum) with emotionally disturbed children.

(BB) Planned a graduate level program for completion of full approval requirements. This planned program shall be signed by the applicant, the training school, and the employing educational agency.

(14) Teachers of the gifted.

(A) *Full endorsement* for teaching in programs for the gifted shall require:

(i) a valid Kansas teaching certificate for level(s) and subject area(s) of qualification;

(ii) one (1) year's experience in a position assigned as a full-time certified teacher in a regular education classroom;

(iii) Completion of the following:

(AA) nine (9) semester hours of graduate credit including credits or competency equivalent in human growth and development; and educational tests and measurements. Additional hours may be elected from educational psychology, and psychology of learning and instruction;

(BB) twelve (12) semester hours of graduate credit in gifted education, including credits or competency equivalent in nature and needs of the gifted; educational planning for the gifted; and supervised practicum.

(iv) recommendation from the parent institution; and

(v) completion of one (1) school year's successful employment in a paid, full-time professional position as a teacher of the gifted on the basis of provisional endorsement.

(B) *Provisional endorsement.* Upon recommendation of the teacher education institution, a person in programs for the gifted may be granted provisional endorsement under the following conditions:

(i) a valid Kansas teaching certificate for level(s) and subject area(s) of qualification;

(ii) one (1) year's experience in a position assigned as a full-time certified teacher in a regular education classroom.

(iii) Graduate course work credit of nine (9) semester hours in nature and needs of the gifted; education planning for the gifted; and supervised practicum for the gifted; and evidence of acceptance and enrollment in an approved training program in gifted education.

(iv) Provisional endorsement may be extended yearly, for a maximum period of five (5) years, upon continued progress toward meeting the requirements for full endorsement.

(15) Teachers of severely multiply handicapped, including the deaf-blind.

(A) *Full approval* for teachers shall require:

(i) an elementary-secondary certificate (grades K-12) coded for teaching in programs for severely multiply handicapped children and youth.

(ii) A bachelor's degree in education, child or human development, early childhood, or comparable field.

(iii) one (1) academic year of successful experience as a paid full-time professional special education teacher and a written recommendation from the applicant's supervisor.

(iv) Eight (8) semester hours of graduate course work and practicum experiences in the following areas:

(AA) Knowledge and skill in the techniques of teaching exceptional children.

(BB) Knowledge and skill in curriculum for exceptional children and the relevance of the curriculum to an exceptional child's functioning in the home and community.

(CC) Knowledge and skill in the techniques of extending gains in a child's functioning into the home and community through parents and other members of the community.

(DD) Knowledge of the various roles a special education teacher may assume in special education services provided by the community such as self-contained classroom teacher, resource room teacher, itinerant teacher, consulting teacher, and homebound teacher.

(v) eight (8) additional graduate semester hours in course work and practicum experiences which include specific competencies in the following areas: measurement, language development, social development, motor development, and cognitive development.

(vi) ten (10) additional graduate semester hours in courses and practicum experiences which include competencies in the following areas:

(AA) Mental retardation, biological aspects of retarded development and related research.

(BB) Classroom organization for classes of severely multiply handicapped students.

(CC) Curriculum development, including methods and materials for severely multiply handicapped students.

(DD) Vocational training for severely multiply handicapped students.

(vii) A minimum of three hundred (300) clock hours of supervised teaching of severely multiply handicapped students.

(B) ***Supervisors or coordinators.*** Supervisors of coordinators in programs for the severely multiply handicapped shall meet the requirements for teachers of subsection (b)(15)(A) and specific requirements for supervisory personnel under K.A.R. 91-1-7(c) for full approval.

(C) ***Provisional endorsement.*** Upon recommendation of the teacher education institution provisional endorsement shall be granted yearly, for a maximum period of three (3) years, for applicants who meet the following requirements:

(i) A bachelor's degree in education, child or human development, early childhood, or comparable field.

(ii) File an outline of the applicant's program toward full approval with the state board.

(iii) Meet one (1) of the following:

(AA) Full certification in a related area of special education: mental retardation, physically handicapped, emotional disturbance, deaf or hearing impaired, or visually impaired.

(BB) One (1) year's successful experience in an educational setting with severely multiply handicapped students as evidenced by a letter of recommendation from the applicant's supervisor.

(CC) Six (6) semester hours in the area of special education including three (3) semester hours in psychology of exceptional children, and three (3) semester hours elected from subsection (b)(15)(A)(vi).

(iv) Attendance at required inservice training sessions in the area of the severely multiply handicapped offered by the state department of education.

(v) Evidence of satisfactory progress toward full endorsement shall be submitted each year in order to maintain provisional status. All teachers in reimbursable programs for the school year 1982-83 shall meet full requirements by July 1, 1982.

(c) **Supervisor - coordinator; administrators.** Supervisor - coordinators and administrators of special education shall meet requirements of K.A.R. 91-1-7 for certification.

(d) **Other areas.** In the absence of adopted standards individual approval may be given to personnel working with exceptional children.

(Authorized by K.S.A. 72-1388; effective January 1, 1966; amended effective January 1, 1967; amended effective January 1, 1968; amended effective January 1, 1969; amended effective January 1, 1970; amended effective January 1, 1971; amended effective January 1, 1972; amended effective January 1, 1973; amended effective January 1, 1974; amended effective May 1, 1975; amended effective May 1, 1978; amended effective May 1, 1979.)

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School nurse

91-1-24

(a) Provisional three (3) year school nurse endorsement.

(1) ***A provisional school nurse endorsement*** valid for three (3) years shall be issued to applicants who have:

(A) Kansas license as a registered professional nurse;

(B) one (1) year of successful experience as a registered professional nurse, or completion of an approved practicum in specialized school nursing; and

(C) a copy of the applicant's educational plan which has been filed with the employing district leading toward the three (3) year school nurse certificate.

(2) ***Renewal requirements for the provisional endorsement.*** The provisional school nurse endorsement shall be renewable every three (3) years upon showing evidence of satisfactory progress toward the three (3) year school nurse endorsement. Validation of satisfactory progress shall be based upon an official transcript and a recommendation from the employing district administrator. A school nurse may practice a total of nine (9) years on a provisional endorsement, except that school nurses employed by a school district during the 1977-78 school year shall be eligible to hold the provisional school nurse endorsement for a maximum period of eighteen (18) years when employed in a district, by presenting official transcripts with six (6) semester hours of credit toward the three (3) year school nurse endorsement each three (3) years.

(b) Three (3) year school nurse endorsement.

(1) ***A school nurse endorsement*** valid for three (3) years shall be issued to applicants who have:

(A) Kansas license as a registered professional nurse;

(B) one (1) year of successful experience as a registered professional nurse, or completion of an approved practicum in specialized school nursing; and

(C) completed at an accredited, degree-granting institution, thirty (30) semester hours toward an educational plan, which has been jointly agreed upon by the applicant and the administrator of the employing institution.

(2) ***Renewal requirements*** for the three (3) year school nurse endorsement.

(A) The three (3) year school nurse endorsement shall be renewable every three (3) years upon presenting evidence of successful experience and satisfactory progress toward the completion of an approved program based upon state board adopted standards for accrediting institutions offering approved school nurse programs. Validation of satisfactory progress shall be by submitting an official transcript and a recommendation of the parent college or university.

(B) The holder of the three (3) year school nurse endorsement who completes the approved school nurse program shall be issued a five (5) year school nurse endorsement. This endorsement shall be renewed for additional five (5) year periods upon presentation of an additional eight (8) semester hours of approved college credit. Holders of an advanced degree may satisfy this requirement with six (6) semester hours of approved college credit, or two (2) five (5) year renewals may be issued on the basis of an advanced degree and three (3) years of successful experience during the life of the most recent five (5) year endorsement.

(c) Substitute endorsement for school nurses.

(1) ***To obtain a substitute endorsement*** valid for a three (3) year period and limited to ninety (90) days in any one (1) school year, applicants shall have:

(A) Kansas license as a registered professional nurse;

(B) a letter from the employing official of the school in which the applicant is to practice, requesting that the endorsement be issued.

(2) ***Renewal requirements.*** The substitute school nurse endorsement may be renewed for three (3) years upon the recommendation of the employing official of the school in which the applicant is to practice.

(Authorized by K.S.A. 72-7513; effective May 1, 1978; amended May 1, 1979.)

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Additional Information

I. LEGAL OPINIONS

Recommendation and Opinions from the Office of the State Accountant and Attorney General

1. Fees

". . . certificates are mailed at the applicant's risk. Letters not delivered should be returned unclaimed. Duplicate certificates should be issued only upon receipt of application accompanied by the proper fee. Fees are mailed at the applicant's risk. Complaints of applicants should, however, be investigated.

"All application fees received are deposited with the state treasurer and credited to the certificate fee fund. The statute contains no provision for refund of these application fees.

"All application fees should be remitted by check or money order made payable to the State Department of Education. This office cannot guarantee the receipt of currency mailed with applications for certificates."

2. Vocational Instructors in Junior Colleges

". . . it is the opinion of this office that vocational instructors in federally reimbursed programs at two-year colleges or public community junior colleges are subject to the certification requirements in K.A.R. 91-1-9 which are not altered by the adoption of House bill 2529 or 2530."

II. KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM

All inquiries pertaining to teacher retirement should be directed to Kansas Public Employees Retirement System, 1 Townsite Plaza, Room 400, Topeka, Kansas, 66612

III. TEACHER PLACEMENT SERVICE NOT PROVIDED

The State Department of Education does not provide any teacher placement service. Teachers desiring assistance in obtaining positions should consult outside agencies. Practically all of our Kansas colleges offer placement assistance to their students and alumni.

Accredited Colleges and Universities

Kansas Universities

Emporia State University, Emporia
Fort Hays State University, Hays
Kansas State University, Manhattan
Pittsburg State University, Pittsburg
University of Kansas, Lawrence
Wichita State University, Wichita

Municipal Universities

Washburn University, Topeka

Private Colleges and Universities

Baker University, Baldwin
Benedictine College, Atchison
Bethany College, Lindsborg
Bethel College, Newton
Friends University, Wichita
Kansas Newman College, Wichita
Kansas Wesleyan University, Salina
Marymount College, Salina
McPherson College, McPherson
Mid America Nazarene College, Olathe
Ottawa University, Ottawa
Saint Mary College, Leavenworth
Saint Mary of the Plains College, Dodge City
Southwestern College, Winfield
Sterling College, Sterling
Tabor College, Hillsboro

Junior Colleges

Allen County Community Junior College, Iola
Barton County Community Junior College, Great Bend
Butler County Community Junior College, El Dorado
Cloud County Community Junior College, Concordia
Coffeyville Community Junior College, Coffeyville
Colby Community Junior College, Colby
Cowley County Community Junior College, Arkansas City
Dodge City Community Junior College, Dodge City
Fort Scott Community Junior College, Fort Scott
Garden City Community Junior College, Garden City
Haskell Indian Junior College, Lawrence
Highland Community Junior College, Highland
Hutchinson Community Junior College, Hutchinson
Independence Community Junior College, Independence
Johnson County Community Junior College, Overland Park
Kansas City, Kansas, Community Junior College, Kansas City
Labette Community Junior College, Parsons
Neosho County Community Junior College, Chanute
Pratt Community Junior College, Pratt
Seward County Community Junior College, Liberal

Two-Year Colleges

Central College, McPherson
Donnelly College, Kansas City
Hesston College, Hesston
St. John's College, Winfield

Certificate Procedures

The social security number appears on each teacher's certificate. It is very important to keep a correct record of this number and to include it in any communication concerning the teacher.

Code numbers identify on the certificate the highest level and subjects a teacher is qualified to teach. This coding is based on official transcripts on file in the State Department of Education.

Subject and field codes, other than those recommended by the college, may be added only if the applicant meets state adopted requirements. The certificate must be returned to the State Department of Education with a request from the applicant and a letter from the superintendent which gives assurance that the person has been employed to teach that subject.

The certificate identifies also the type of certificate and the dates of its validity. Request for a change in the kind of certificate should be sent to the director in the Certification Section, State Department of Education, 120 E. 10th, Topeka, Kansas, 66612.

CODES FOR INFORMATION

LEVEL

1 Junior College (voc. codes only)
2 High School
3 Junior High School
4 Elementary School
5 Nursery School
6 Middle School

SUBJECT CODES
(1-1-79)

ADMINISTRATION

3001 Superintendent
3002 High School Principal
3007 Curriculum Director
3008 Junior High Principal
3009 Elementary Principal
3014 Director, Area Vocational-Technical School
3019 Administrator, Special Education

SUPPORT PERSONNEL

ADMINISTRATIVE ENDORSEMENT

4001 Supervisor - Agriculture
4002 Supervisor - Art
4003 Supervisor - Business Education
4005 Supervisor - Language Arts
4006 Supervisor - Foreign Language
4008 Supervisor - Physical Education
4009 Supervisor - Home Economics
4010 Supervisor - Industrial Arts
4011 Supervisor - Mathematics
4012 Supervisor - Music
4013 Supervisor - Natural Science
4015 Supervisor - Social Science
4016 Supervisor - Guidance
4017 Supervisor - Library
4018 Supervisor - Elementary
4020 Supervisor - School Nurse

GUIDANCE

2003 Guidance Secondary
2005 Guidance Elementary

SCHOOL NURSE

2006 Provisional School Nurse
2007 Standard School Nurse
2008 Substitute School Nurse

LIBRARY

2015 Librarian - Junior High
2018 Librarian - Elementary
2024 Librarian - Secondary

APPLIED MUSIC

2101 Accordian
2102 Brass
2103 Electronic
2104 Guitar
2105 Organ
2106 Percussion
2107 Piano
2108 String
2109 Voice
2110 Woodwind

SPECIAL EDUCATION (SUPERVISION)

2901 Supervisor - School Psychology
2902 Supervisor - School Social Work
2903 Supervisor - Mentally Retarded
2905 Supervisor - Speech/Hearing
2906 Supervisor - Learning Disabled
2907 Supervisor - Personal and Social Adjustment
2908 Supervisor - Physically Impaired
2910 Supervisor - Visually Impaired
2912 Supervisor - Gifted
2913 Supervisor - Homebound
2914 Supervisor - Severely Multiply Handicapped

AGRICULTURE (Non-Vocational)

0100 Agriculture Junior High
0110 Agriculture

AGRICULTURE (Vocational)

010100 Vocational Agriculture

ART

0200 Art Junior High
0201 Art

BUSINESS EDUCATION

0300 Business Education Junior High
0301 Bookkeeping
0311 Business Law
0331 General Business
0341 Shorthand
0351 Typing
0361 Office Practice
0371 Business Economics

DATA PROCESSING

0321 Data Processing

DRIVER EDUCATION

0821 Driver Education
0822 Aerospace Education

ENGLISH LANGUAGE ARTS

0500 Language Arts Junior High
0501 Composition/Literature
0521 Journalism
0551 Speech/Theater Arts

FOREIGN LANGUAGE ARTS

0601 French
0611 German
0621 Latin
0631 Russian
0641 Spanish
0651 Other Foreign Language

HOME ECONOMICS (Non-Vocational)

0900 Home Economics Junior High
0910 Home Economics

HOME ECONOMICS (Vocational)

090101 Vocational Home Economics

INDUSTRIAL ARTS

1000 General Shop Junior High
1011 General Shop
1021 Drafting
1031 Electricity
1041 Graphic Arts
1051 Metals
1061 Plastics
1071 Power Mechanics
1081 Wood

MATHEMATICS

1100 Mathematics Junior High
1111 General Mathematics
1121 Mathematics

MILITARY

0831 Military

MUSIC

1200 Music Junior High
1211 Instrumental Music
1221 Vocal Music
1231 Fundamentals

NATURAL SCIENCE

1300 Science Junior High
1304 Aeronautics
1311 Biology
1321 Chemistry
1331 Physics
1341 General Science
1361 Botany
1371 Zoology
1381 Earth-Space Science
1391 Physical Science

PHYSICAL EDUCATION

0800 Physical Education Junior High
0801 Physical Education
0802 Health Education

PSYCHOLOGY

1581 Psychology

READING

0541 Reading Specialist

SOCIAL SCIENCE

1500 Social Science Junior High
1511 American History
1521 Political Science/Government
1531 Economics
1541 Sociology
1551 Geography
1561 World History
1571 Philosophy
1591 Anthropology

SPECIAL EDUCATION

1901 School Psychologist
1902 Social Worker
1903 Educable Mentally Retarded
1904 Trainable Mentally Retarded
1905 Speech Language Clinician
1906 Learning Disabled
1907 Personal and Social Adjustment
1908 Physically Impaired
1909 Director, Special Education
1910 Visually Impaired
1911 Hearing Impaired
1912 Gifted
1913 Homebound
1914 Severely Multiply Handicapped
1915 Hearing Clinician
1916 School Audiologist

ELEMENTARY

1800 Elementary

SUBSTITUTE

6077 Substitute Teacher

VOCATIONAL CODES

AGRICULTURE

010100 Agricultural Production
010200 Agricultural Supplies/Services
010300 Agricultural Mechanics
010400 Agricultural Processes
010500 Ornamental Horticulture
010600 Agricultural Resources
010700 Forestry

DISTRIBUTIVE EDUCATION

040000 Distributive Education

HEALTH OCCUPATIONS

070049 Health Occupations (Career Exploration)
070050 Health Occupations Coordinator
070101 Dental Assistant
070102 Dental Hygienists
070103 Dental Laboratory Technician
070203 Medical Laboratory Assistant
070299 Medical Laboratory Technician
070301 Associate Degree Nurse
070302 Practical Nurse
070303 Nursing Assistant
070401 Occupational Therapy Technician
070402 Physical Therapy Assistant
070413 Recreation Therapy Technician
070421 Dietetic Assistant
070423 Dietetic Technician
070501 Radiologic Technologist
070603 Optometrist Assistant
070701 Environmental Health Assistant
070703 Sanitarian Assistant
070705 Environmental Health Technician
070707 Sanitarian Technician
070801 Mental Health Technician
070802 Mental Health Assistant
070903 Inhalation Therapy Technician
070907 Medical Emergency Technician
070908 Nursing Home Administrator
070909 Mortuary Science Technician
070921 Medical Records Secretary
070922 Medical Records Technician
070925 EMIC

HOME ECONOMICS (VOCATIONAL)

090101 Vocational Home Economics
090200 Occupational/Coordinator

VOCATIONAL GUIDANCE

045108 Vocational Guidance

EXEMPLARY AND SPECIAL NEEDS

240000 Special Vocational Programs

OFFICE OCCUPATIONS

140200 Data Processing
140000 Office Occupations

ORIENTATION AND EXPLORATION

175100 World of Construction
175200 World of Manufacturing
175300 Materials and Processes
175400 Visual Communications
175500 Power and Energy

INDUSTRIAL SERVICES

172601 Barbering
171100 Building Maintenance
172602 Cosmetology
171402 Electrical Lineman (Job Training and Safety)
171401 Electrical Power and Distribution
172801 Firemanship Training
171700 Industrial Safety
171701 Industrial Supervision and Foremanship
172802 Law Enforcement

SPECIAL PROGRAMS (VOCATIONAL)

179704 Combination Cooperative Programs (CCVEP)
179903 Cooperative Industrial Training
179908 Industrial Skills
160199 Related Instructors
179905 Special Trades (Cooperative)
170600 Supervisor

TECHNICAL

161599 Broadcasting
160103 Building Construction Technology
160106 Civil Technology
160599 Communication Technology
160110 Environmental Control
(Water and Waste Water)
160108 Electronic Technology
160602 Fire Technology
160112 Instrumentation Technology
160113 Mechanical Technology
160605 Police Science

VOCATIONAL (TRADES)

170199 Air Conditioning and Refrigeration
170401 Air Frame and Power Plant
170403 Air Traffic Control
170200 Appliance Repair and Service
170301 Auto Body Repair
170302 Auto Mechanic
170303 Automotive Specialty
170399 Auto, Other
170499 Avionics
171004 Bricklaying
170600 Business Mchines Repair
173601 Cabinet Making and Mill Work
171001 Carpentry-Building Trades
170700 Commercial and Artist Paste-up
173100 Cycle and Small Engine Mechanic
171200 Diesel Mechanic
171300 Drafting
171400 Electricity
171500 Electronics
171003 Heavy Equipment Operator
172302 Machine Shop
172301 Machine Operator (Production)
172303 Machine Tool
172399 Machinist (Automotive)
172305 Metal Fabrication
171005 Painting and Decorating
170900 Photography
172700 Plastics
171007 Plumbing
171900 Printing
171503 Radio and TV Repair
171901 Reprographics
173402 Shoe Repair
179900 Truck Driving
172306 Welding

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